

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION  
REGULAR BUSINESS MEETING  
PORTAGE PUBLIC SCHOOLS' ADMINISTRATION BUILDING, CONF. RM. #1, 8107 MUSTANG DRIVE,  
PORTAGE, MI 49002  
FEBRUARY 25, 2019, 6:30 PM  
AGENDA**

**VISION STATEMENT**

An exceptional, continuously improving learning culture with high expectations, committed to all!

**MISSION STATEMENT**

Portage Public Schools will educate all students to achieve their potential.

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**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING  
FEBRUARY 25, 2019, 6:30 P.M.**

**Note Page**

**II. Revisions/Approval of Agenda**

**Recommended Motion:**

Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education approve the Agenda as printed (or as amended).



**Portage Public Schools - 2015 Bond Program  
Financial Update - work committed thru Bond Change Order 17 (Pending Board Approval)**

Bond Proposal	Total Budget	Committed+Budgeted	Previous Variance	Current Variance	Change in Variance
1	128,000,000	126,222,489	(1,418,619)	(1,777,511)	358,892
2	16,000,000	15,868,419	(131,581)	(131,581)	0
			(1,550,200)	(1,909,092)	358,892

**Commitments to date:**

Bond Proposal 1	Budget	Actual/Committed	Previous Variance	Current Variance	Change in Variance
North Middle School & Site	34,367,860	32,151,481	(2,216,379)	(\$2,216,379.000)	0
Central Natatorium	10,257,973	10,425,734	167,761	\$167,761.000	0
Northern Campus Site	4,929,399	3,303,151	(1,626,248)	(\$1,626,248.000)	0
Central Middle School & Site	33,392,630	33,503,190	110,560	\$110,560.000	0
Central Campus Site	3,820,016	3,672,586	(147,430)	(\$147,430.000)	0
PCEC Building Renovation	3,953,086	689,432	(3,000,000)	(\$3,263,654.000)	263,654
West Middle School Renovation	6,504,205	8,324,394	3,500,000	\$1,820,189.000	1,679,811
Northern Natatorium	11,005,132	12,589,705	0	\$1,584,573.000	(1,584,573)
Professional Services	6,015,503	5,939,333	(76,170)	(\$76,170.000)	0
Other	1,870,552	2,701,690	831,138	\$831,138.000	0
Busses	3,000,000	1,020,746	0	\$0.000	0
Technology	5,450,000	2,817,879	288,148	\$288,148.000	0
	124,566,356	117,139,322	(2,168,620)	(2,527,512)	358,892

Bond Proposal 2	Budget	Actual/Committed	Previous Variance	Current Variance	Change in Variance
Northern Stadium	8,106,466	7,314,099	(792,367)	(792,367)	0
Central Stadium	6,473,704	7,236,490	762,786	762,786	0
Professional Services	984,658	984,658	0	0	0
Other	301,600	199,600	(102,000)	(102,000)	0
	15,866,428	15,734,847	(131,581)	(131,581)	0

**Projects Remaining to Design & Bid:**

Bond Proposal 1	Budget	Actual/Committed	Previous Variance	Current Variance	Change in Variance
FF&E (Including Band Instruments)	3,433,644	4,183,644	750,000	750,000	0
Busses	1,979,254	1,979,254	0	0	0
Technology	2,920,269	2,920,269	0	0	0
	8,333,167	9,083,167	750,000	750,000	0
Bond Proposal 2	Budget	Actual/Committed	Previous Variance	Current Variance	Change in Variance
FF&E	133,572	133,572	0	0	0
	133,572	133,572	0	0	0

**Future Enhancements (Not Included In Variance Calculations)**

Northern Natatorium Prefunction Space	300,000
Husky Field East Lot Addition	175,000
McCamley Stadium Parking Lot	295,000
Replacement of Stage Flooring NHS/CHS	200,000
Northern Natatorium Budget Code Issues	250,000

\*Note: Bond 1 Northern Campus Site, Includes all non stadium components.

Bond 2 Northern Stadium, Includes all items within the stadium footprint (inside the perimeter fence), also the shot put & discuss areas.

Both Bond 1 & 2 Site and Stadium collectively are commonly referred to "NAEF" or "Northern Athletics Event Facilities".

February 25, 2019

**Portage Public Schools  
General Fund  
Condensed Statement of Revenues and Expenditures  
For the Seven Months Ended January 31, 2019**

	<u>Budget</u>	<u>Actual</u>	<u>%</u>	
<b>Revenues</b>	\$ 94,138,442	\$ 42,933,721	45.61%	(1)
<b>Expenditures</b>	94,568,714	45,380,578	47.99%	(2)
<b>Transfers from Site Based Fund Balance</b>	168,367	-	-	(3)
<b>Excess (Deficit) of Revenues over Expenditures</b>	<u>\$ (261,905)</u>	<u>\$ (2,446,857)</u>		

Comparison	2016 - 17	2017 - 18
<b>Revenues</b>	47.19%	48.84%
<b>Expenditures</b>	47.88%	49.49%

Note 1 - Actual revenues for 2018-19 are tracking less to the revenues received in 2017-18.  
This is due to prior year funding MPSERS 147c(2) that is not in the current year for \$1,030,000.  
There are also some revenue timing differences for funds received.

Note 2 - Actual expenditures for 2018-19 are tracking closely to the previous year

Note 3 - Actual expenditures for the site based fund balance are included in the expenditure line items.



**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING  
FEBRUARY 25, 2019, 6:30 P.M.**

**Note Page**

**V. Consent Agenda**

1. Approval of Minutes
  - a. January 21, 2019 Regular Business Meeting Minutes
  - b. February 11, 2019 Policy Governance Retreat & Committee of the Whole Work Session
  
2. Recommendation for Bus Purchase

That the Board of Education approve the purchase of five (5) 77-passenger buses and two (2) lift buses from Holland Bus for a total of \$668,768.00, the funds for which will come from the 2016 Bond Construction Fund bus purchase allocation.
  
4. Recommendation for Board Member Attendance

That the Board of Education approve the attendance of Randy Van Antwerp at the Govern for Impact Conference, June 20-22, 2019 in Quebec City, Canada and approve the attendance of Randy Van Antwerp, Terri Novari, and Joanne Willson at the Policy Governance® Boot Camp, April 25-26, 2019 in Grand Rapids, Michigan.
  
5. Recommendation – Purchase NMS Theatrical Sound Pkg

That the Board of Education approve the purchase of theatrical sound equipment from Parkway Electric & Communications LLC of Holland, MI in an amount not-to-exceed \$33,007.99, proceeds coming from the 2016 Bond Construction Fund #1.
  
6. Recommendation – Purchase NMS Theatrical Lighting Pkg

That the Board of Education approve the purchase of theatrical lighting equipment from Pro Audio & Lighting of Warren, MI in an amount not-to-exceed \$30,671.91, proceeds coming from the 2016 Bond Construction Fund #1.

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION  
REGULAR BUSINESS MEETING**

**January 21, 2019**

The Regular Business Meeting of the Board of Education of Portage Public Schools held on Monday, January 21, 2019, was called to order at 6:30 p.m. by President Van Antwerp in Conference Room 1 of the Administration Building, 8107 Mustang Drive. Mr. Van Antwerp welcomed the audience and the Pledge of Allegiance was recited. Following the Pledge there was a moment of silence in honor of Mike Westbrook, the District's Transportation Director, who passed away.

Board Trustees Present: Kurt Droppers, Terri Novaria, Rusty Rathburn, Bo Snyder, and Randy Van Antwerp

Board Trustees Absent: Celeste Shelton-Harris, Joanne Willson

**REVISIONS/APPROVAL OF AGENDA**

**Motion offered by Mr. Droppers, seconded by Mr. Rathburn, that the Board of Education approve the agenda as printed.**

**The motion carried unanimously.**

**REPORTS**

**Superintendent's Report**

**Bond Project Update.** Superintendent Bielang shared the sad news that Mike Westbrook, the District Transportation Director, passed away this past weekend. Mr. Bielang paid tribute to Mr. Westbrook. "Mike was dedicated to his work. He will be missed by so many. This is a big loss for the District."

Mr. Bielang announced January is Board Recognition Month in Michigan. Mr. Bielang thanked the Board for their dedication and service, and presented each Trustee with a certificate and token of appreciation.

Mr. Ron Herron, Assistant Superintendent of Operations, shared a brief update on bond work progress. Bid openings are complete for West Middle School and the Portage Community Education Center. Details will be shared with the Board in February. Mr. Herron added interior work continues on the other projects in progress.

**Change Order Summary / Bond Budget Update.** Mr. Dan Rathburn, OAK Project Manager, provided a financial update for bond work committed through Bond Change Order 16. Mr. Dan Rathburn also detailed change order work by construction change directive for the Northern AEF, Central AEF, and Central Middle School. Mr. Dan Rathburn added the Northern Natatorium bid opening is scheduled for February 5, 2019. Questions from Trustees were addressed by Mr. Dan Rathburn.

**Financial Report.** Ms. Paula Johnson, Director of Finance, reviewed the financial report for the six-month period ending December 31, 2018. Ms. Johnson also commented on a recent conference she attended and activity in the Finance Office: budget amendment work and preparations for the February 13, 2019 count day. Ms. Johnson addressed questions from Trustees.

## **COMMENTS OR COMMUNICATIONS**

President Van Antwerp opened the comments and communications portion of the meeting. Vice President Novaria read the guidelines for public participation.

Melissa Baker addressed Trustees regarding pool access concerns for the Portage Aquatics Club.

Ryan O'Neill shared concerns regarding pool accessibility for the Portage Aquatics Club.

Nick Christy expressed his concerns regarding pool accessibility for the Portage Aquatics Club.

Stephanie Alkire shared her thoughts regarding the future of the Portage Aquatics Club and pool accessibility.

Melissa Martinek addressed the Board relative to pool access for the Portage Aquatics Club.

President Van Antwerp thanked the public participants for their comments and opened the floor to Trustee comments.

Mr. Rathburn paid tribute to Mike Westbrook and thanked the public participants for their comments.

Mr. Snyder also paid tribute to Mike Westbrook, thanked the public participants for their comments, and complimented his fellow board members for their service.

Mrs. Novaria encouraged Trustees to attend upcoming winter Arts events in the District.

Mr. Van Antwerp thanked the public participants for their comments and expressed his confidence that Administration will find a viable solution to the concerns expressed. Mr. Van Antwerp reminded Trustees of the January 23, 2019 Community Dialogue, the January 31, 2019 tour of Moorsbridge Elementary, and of the February 11, 2019 Policy Governance Retreat.

Superintendent Bielang commented on the public participant concerns regarding pool access for the Portage Aquatics Club. Mr. Bielang stated that discussions continue; no decision has been made on the matter.

## **CONSENT AGENDA**

**President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: approve meeting minutes from the December 10, 2018 Regular Business Meeting and the January 7, 2019 Organizational Meeting.**

**There being no objection to the items, the motion carried unanimously.**

## **ACTION ITEMS**

There were no action items on the agenda.

## **DISCUSSION ITEMS**

### **Recommendation for NMS Furniture Purchase**

Mr. Ron Herron reviewed background information and the recommendation for the purchase of furniture for North Middle School. Ms. Brittany Walker, designer from Stantec, detailed the process and steps involved. Mr. Herron and Ms. Walker responded to Trustee questions.

### **Board Member Attendance at Upcoming Events**

Mr. Van Antwerp shared information on upcoming events for board members, and asked Trustees to contact him or Mr. Bielang if they were interested in attending.

### **2019-20 Board Meeting Schedule**

Mr. Van Antwerp asked Trustees to review the proposed 2019-20 board meeting schedule in preparation for Board action in February.

With no further business to come before the Board, the meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Barb Atkinson  
Recording Secretary

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION  
POLICY GOVERNANCE RETREAT AND  
COMMITTEE OF THE WHOLE WORK SESSION**

**February 11, 2019**

**POLICY GOVERNANCE RETREAT**

The Policy Governance Retreat of the Board of Education of Portage Public Schools held on Monday, February 11, 2019, was called to order at 4:00 p.m. by President Van Antwerp in the Superintendent's Conference Room of the Administration Building, 8107 Mustang Drive.

Board Trustees Present: Kurt Droppers, Terri Novaria, Rusty Rathburn, Celeste Shelton-Harris, Bo Snyder, Randy Van Antwerp, and Joanne Willson

Board Trustees Absent: None

Administration Present: Mark Bielang, Superintendent; Michael Pascoe, Assistant Superintendent of Instruction and Assessment, and Mike Huber, Director of Curriculum

Others Present: Gary Goscenski of Perspectives Consulting

**REVISIONS/APPROVAL OF AGENDA**

**Motion offered by Mrs. Willson, seconded by Mr. Droppers, that the Board of Education approve the agenda as printed.**

**The motion carried unanimously.**

Mr. Goscenski facilitated Board discussion, which covered Monitoring Report 1.1, Board Self-Assessment Form, Owner Linkage Committee meeting follow-up, middle school enrollment task force update, and a Policy Committee update regarding board member succession.

The Policy Governance Retreat adjourned at 6:20 p.m.

**COMMITTEE OF THE WHOLE WORK SESSION**

The Committee of the Whole Work Session of the Board of Education of Portage Public Schools held on Monday, February 11, 2019, was called to order at 6:30 p.m. by President Van Antwerp in Conference Room 1 of the Administration Building, 8107 Mustang Drive. Mr. Van Antwerp welcomed the audience and the Pledge of Allegiance was recited.

Board Trustees Present: Kurt Droppers, Terri Novaria, Rusty Rathburn, Celeste Shelton-Harris, Bo Snyder, Randy Van Antwerp, and Joanne Willson

Board Trustees Absent: None

## **REVISIONS/APPROVAL OF AGENDA**

**Motion offered by Mr. Droppers, seconded by Mrs. Novaria, that the Board of Education approve the agenda as amended to remove from the agenda the CommuniTEEN update.**

**The motion carried unanimously.**

## **REPORTS**

### **Superintendent's Report**

**Bond Project Update.** Superintendent Bielang shared introductory comments. Ms. Amy Franks, Central Middle School Industrial Technology Teacher introduced three students who presented a report, which focused on engineering. The students visited the Central Middle School construction site and learned about scientific principles, load-bearing walls, project schedules, and moving heavy loads with a crane. The students shared how they connected the engineering knowledge they achieved from their visit with their bridge building project. The students addressed questions from the Board. Superintendent Bielang and Trustees thanked Ms. Franks and the students for their presentation.

Mr. Bielang reminded Trustees and the audience of the Community Dialogue scheduled for February 12 at 6:30 p.m. in the Northern High School Commons.

Per Mr. Bielang, we have used eight snow days to date. Districts are allotted six by the state each year but can appeal to the State Board to excuse three additional days. At this time, legislators are discussing how they might help but no decision has been made.

Superintendent Bielang gave a "shout out" to Central High students for their performance of *Big Fish*. The students were limited in their rehearsal time due to snow days. Even so, they put on a great performance.

## **COMMENTS OR COMMUNICATIONS**

President Van Antwerp opened the comments and communications portion of the meeting. Dr. Shelton-Harris read the guidelines for public participation.

Melissa Kann addressed the Board regarding pool scheduling for the Portage Aquatic Club (PAC).

Denise DeVries shared comments regarding pool time for the Portage Aquatic Club.

Superintendent Bielang provided a pool scheduling update. Administration is working hard to review and revise the pool schedule. Some of the schedule is driven by the construction schedule. We will only have one available pool. We are looking at high school and middle school usage for both practices and competitions and PAC usage to find a schedule that works for all. We are even looking at lane availability, not just pool availability. Mr. Bielang added we are getting close to putting together a tentative schedule and plan to make that available on or about March 1.

President Van Antwerp thanked the citizens and Mr. Bielang for their remarks and opened the floor to Trustee comments.

Mrs. Novaria paid tribute to Central High students for their performance of *Big Fish*. Mrs. Novaria also encouraged Trustees to attend tomorrow's Community Dialogue.

Mrs. Willson expressed her thanks to Michelle Karpinski for communications on events and updated schedules, and thanked the Maintenance Department for their work in keeping our students and staff safe with the challenges winter brings.

Mr. Rathburn thanked Mr. Bielang and Administration for assisting with venue/arrangements for Mike Westbrook's service.

Mr. Van Antwerp reminded Trustees of the Board tour of 12<sup>th</sup> Street Elementary on February 21 at 9:00 a.m. Mr. Van Antwerp added the Centennial Committee met for the first time last week; planning is underway for this event!

## **CONSENT AGENDA**

**President Van Antwerp presented the following Consent Agenda items for approval by the Board of Education: that the Board of Education approve the purchase of furniture as presented for North Middle School totaling \$829,274.33, the funds for which will come from the 2016 Bond Fund #1 – Furniture, Fixtures, and Equipment Budget; and that the Board of Education approve the Board meeting schedule for the 2019-20 school year (July 22, 2019 through June 22, 2020) as presented with all meetings to be held at the Administration Building beginning at 6:30 p.m.**

**There being no objection to the items, the motion carried unanimously.**

## **DISCUSSION ITEMS**

### **Recommendation for PCEC/WMS Contracts**

Mr. Ron Herron, Assistant Superintendent of Operations, detailed background information and the recommendation for Bid Pack 4A - bond work construction to take place at the Community Education Center and West Middle School. Mr. Dan Rathburn of OAK detailed the bid summary sheets by building and building and bid category.

In addition, for reference purposes, Mr. Dan Rathburn shared a financial update for work committed through Change Order 16.

Mr. Herron and Mr. Dan Rathburn addressed questions from Trustees.

### **2018-19 Budget Amendment**

Ms. Paula Johnson, Director of Finance, reviewed highlights of the General Fund Budget Amendment #1.

### **Recommendation for Bus Purchase**

Mr. Ron Herron reviewed background information and the recommendation to purchase buses and responded to questions from the Board.

### **Recommendation for Board Member Attendance**

Mr. Van Antwerp briefly reviewed the recommendation for board members to attend upcoming events.

### **MASB Board of Directors (Group V) Election**

Relative to the MASB Board of Directors election, Mr. Van Antwerp asked Trustees to review the candidate bios included in the agenda packet in preparation to take action at their February 25, 2019 meeting.

### **Recommendation – Purchase NMS Theatrical Sound Package**

Mr. Dan Vomastek, Director of Information Systems & Assessment, reviewed the background formation and the recommendation.

### **Recommendation – Purchase NMS Theatrical Lighting Package**

Mr. Dan Vomastek, Director of Information Systems & Assessment, reviewed background information and the recommendation.

### **ACTION ITEMS**

#### **Acceptance of Monitoring Report 1.4**

**Motion offered by Mrs. Willson, seconded by Dr. Shelton-Harris, that the Board of Education accept as presented the Monitoring Report on 1.4, Ends Policy, as a reasonable interpretation and evidence of compliance with policy.**

Mr. Bielang shared highlights of his report.

**The motion carried unanimously.**

#### **Acceptance of Monitoring Report 2.4**

**Motion offered by Mr. Snyder, seconded by Mrs. Novaria, that the Board of Education accept as presented the Monitoring Report on 2.4, Executive Limitation Policy 2.4, as a reasonable interpretation and evidence of compliance with policy.**

Mr. Bielang commented this report has been updated since the last report on 2.4 to reflect this year's figures.

**The motion carried unanimously.**

With no further business to come before the Board, the meeting was adjourned at 8:03 p.m.

Respectfully submitted,

Barb Atkinson  
Recording Secretary

TO: Mark Bielang, Superintendent  
FROM: Ron Herron, Assistant Superintendent of Operations  
CC: Paula Johnson, Director of Finance  
DATE: January 18, 2019  
SUBJECT: Recommendation for Bus Purchase

---

**Recommendation**

That the Board of Education approve the purchase of five (5) 77-passenger buses and two (2) lift buses from Holland Bus for a total of \$668,768.00. This purchase would come from the 2016 Bond Construction Fund bus purchase allocation.

**Background Information**

Our regular replacement schedule calls for six (6) busses to be replaced annually. In evaluating our current lifts, we have a few that are starting to have increased repairs and we will be decommissioning these in the next few years. Because of this and the increase in transportation demand levels, we are requesting one (1) additional lift bus. We believe this will assist us in avoiding major repairs to buses that we would be keeping for only a short time before replacement. This rotation and replacement would be done in our normal process of evaluating our oldest and/or highest mileage buses, which are beyond their life expectancy.

The increase cost of these buses are due to the additional safety features that we are adding, as well as the changes that were made to the specifications of the buses. These new buses will have additional back stop signs, reverse cameras, stability control and air disk brakes to make our drivers and students safer. In the last couple of purchases, we bid “stock” buses, but these buses will have to be built.

The attached bid summary provides pertinent results for your review.

Bid Responses							Options			
							Warranty Information- <i>Full warranties are separate from Engine\Trans.</i>			
Vendor	Year	Delivery Date	Reg. Bus (5)	Lift Bus (2)	Chassis/ Body	Engine\ Transmission	2 Yr	3 Yr	5 Yr\100.00	Engine\Trans. 5 Yr
Holland Bus- Diesel	2020	90-110 Days	\$466,440		Bluebird	220 HP Diesel\ Allison 2500			X	Standard-Engine\ Trans.
<b>Holland Bus- Gas</b>	<b>2020</b>	80-110 Days	<b>\$451,440</b>		<b>Bluebird</b>	<b>Ford 6.8L\ Ford 6R140</b>			<b>X</b>	<b>Standard-Engine\ Trans.</b>
<b>Holland Bus – Gas Lift</b>	<b>2020</b>	<b>80-110 Days</b>		<b>\$217,328</b>	<b>Bluebird</b>	<b>Ford 6.8L\ Ford 6R140</b>			<b>X</b>	<b>Standard-Engine\ Trans.</b>
Holland Bus – Diesel- Lift	2020	90-110 Days		\$223,328	Bluebird	220 HP Diesel\ Allison 2500			X	Standard-Engine\ Trans.
Hoekstra- Diesel	2020	May 1, 2019	\$457,180		Thomas	220 HP Diesel\ Allison 2500		X		Standard-Engine\ Trans.
Hoekstra- Diesel	2020	June 1, 2019		\$215,776	Thomas	220 HP Diesel\ Allison 2500		X		Standard-Engine\ Trans.

In the Warranty Information listed above, “Full Warranty” is basically the whole bus with the exception of wear parts. Different components on a bus have different warranties (seats, cross members, paint, are examples) and can vary up to a 7 years depending on the vendor.

International did not submit bids for buses.

We have purchased buses from Holland Bus for several years now and have been very satisfied with prompt support of any issues that we have had. We purchased gas buses on the past couple of purchases and have been very happy with their performance and cost savings overall.

We would be happy to answer any questions that Board members have related to this recommendation.

Enclosure V.3.  
February 25, 2019



Mark T. Bielang  
*Superintendent*  
Phone: 269.323.5147  
fax: 269.323.5149  
mbielang@portageps.org

TO: Board of Education  
FROM: Mark Bielang, Superintendent  
DATE: February 6, 2019  
SUBJECT: Recommendation for Board Member Attendance

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### **Recommendation**

That the Board of Education approve the attendance of Randy Van Antwerp at the Govern for Impact Conference, June 20-22, 2019 in Quebec City, Canada and approve the attendance of Randy Van Antwerp, Terri Novari, and Joanne Willson at the Policy Governance® Boot Camp, April 25-26, 2019 in Grand Rapids, Michigan.

### **Background Information**

The Govern for Impact Conference (formerly known as the IPGA Annual Conference) is for Boards, CEOs and Administrators that use the Policy Governance® System. These conferences provide rich discussion, networking and engaging workshops. Mr. Van Antwerp has attended this event in past years and would like to attend again this year.

The Policy Governance Boot Camp is a two-day event focused on Policy Governance® theory and understanding. This event also promises to be rich in discussion, networking and engaging sessions.

Board action to approve attendance as noted above is recommended.

Information and Technology Systems  
8107 Mustang Drive, Portage, MI 49002  
(269) 323-5100 -- help@portageps.org

## MEMO

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To: Mark Bielang, Superintendent  
Fr: Daniel J. Vomastek, Director  
Dt: February 6, 2019  
Re: Recommendation to Purchase North Middle School Theatrical Sound Package

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### RECOMMENDATION

I recommend the Board of Education approve the purchase of theatrical sound equipment from Parkway Electric & Communications LLC of Holland, MI in an amount not to exceed \$33,007.99, proceeds coming from the 2016 Bond Construction Fund #1.

### BACKGROUND

Each of our new middle schools will be equipped with a 'black box' performance theater. This recommendation is for the purchase of the flexible sound system required for the North Middle's 'black box' space.

### AWARD AND FINANCIAL DETAILS

This is a relatively straightforward purchase. Parkway was the overall low and thus selected. After careful analysis of the bid and the available budget, we have chosen to eliminate and reduce the quantities of some of the items requested in the RFP. The total cost for this equipment aligns with our expectations.

I have attached the bid summary, and I would be happy to answer any questions you or the Board may have.

**#10667 - North Middle School Blackbox Theater Sound Package**

December 21, 2018 -- 1:30 pm

<b>Vendor Name</b>	Pro Audio & Lighting	Parkway Electric & Communications LLC	PROVIDEO
<b>Address</b>	2400 E 14 Mile Road, Warren, MI 48092	11952 James St., Holland, MI 49424	26471 Southpoint Road, Perrysburg, OH 43551
<b>Contact Name</b>	Robert Kuron	Brian Rotman	Lara Kuhlman
<b>Contact E Mail</b>	<a href="mailto:robk@proaal.com">robk@proaal.com</a>	<a href="mailto:brian.rotman@parkwayelectric.com">brian.rotman@parkwayelectric.com</a>	<a href="mailto:lara@provideosystems.com">lara@provideosystems.com</a>
<b>Familial</b>	X	X	X
<b>Iran Econ Act</b>	X	X	X
<b>Legal Status Form</b>	X	X	X

Qty	Make/Model	Pro Audio & Lighting		Parkway Electric & Communications LLC		PROVIDEO	
		Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Allen & Heath SQ5 w/Dante Card	\$3,101.06	\$3,101.06	\$3,031.33	\$3,031.33	\$3,727.00	\$3,727.00
1	Allen & Heath AB168	\$887.38	\$887.38	\$857.00	\$857.00	\$876.00	\$876.00
1	Allen & Heath AR84	\$635.14	\$635.14	\$620.86	\$620.86	\$634.00	\$634.00
8	Electro-Voice Fri-2082	\$639.83	\$5,118.64	\$630.68	\$5,045.44	\$678.00	\$5,424.00
1	Electro-Voice EVF-11815	\$1,113.49	\$1,113.49	\$1,097.71	\$1,097.71	\$1,180.00	\$1,180.00
2	Electro-Voice EKX-12P	\$581.82	\$1,163.64	\$587.98	\$1,175.96	\$632.00	\$1,264.00
1	QSC CXD8.4Q	\$3,161.00	\$3,161.00	\$3,118.28	\$3,118.28	\$2,799.00	\$2,799.00
1	QSC CXD4.3Q	\$2,180.00	\$2,180.00	\$2,150.54	\$2,150.54	\$1,427.00	\$1,427.00
1	QSC QSys Core 110f	\$2,180.00	\$2,180.00	\$2,150.54	\$2,150.54	\$1,976.00	\$1,976.00
1	QSC Qsys UCI License	\$109.00	\$109.00	\$107.53	\$107.53	\$110.00	\$110.00
1	QSC Qsys Scripting License	\$218.00	\$218.00	\$215.05	\$215.05	\$219.00	\$219.00
1	AtteroTech Zone Controller (Axon C1)	\$399.20	\$399.20	\$321.51	\$321.51	\$328.00	\$328.00
4	Shure SM58-LC	\$88.00	\$352.00	\$86.02	\$344.08	\$88.00	\$352.00
4	Shure SM57-LC	\$80.30	\$321.20	\$78.49	\$313.96	\$80.00	\$320.00
4	K&M #210/2	\$63.25	\$253.00	\$50.81	\$203.24	\$58.00	\$232.00
4	K&M #259	\$60.50	\$242.00	\$53.23	\$212.92	\$60.00	\$240.00
2	Whirlwind IMP2	\$41.83	\$83.66	\$42.53	\$85.06	\$42.00	\$84.00
1	Whirlwind Director 2	\$98.11	\$98.11	\$99.74	\$99.74	\$98.00	\$98.00
1	Whirlwind pod DI	\$61.28	\$61.28	\$62.30	\$62.30	\$44.00	\$44.00
20	ProCo MasterMike 25'	\$24.61	\$492.20	\$18.76	\$375.20	\$56.00	\$1,120.00
2	ProCo BPMBMB-10	\$21.99	\$43.98	\$9.16	\$18.32	\$20.00	\$40.00
10	ProCo 25-SPK14/2	\$22.88	\$228.80	\$25.13	\$251.30	\$41.00	\$410.00
4	ProCo EG15	\$8.84	\$35.36	\$6.58	\$26.32	\$11.00	\$44.00
2	ProCo C270201-25F	\$34.09	\$68.18	\$34.57	\$69.14	\$33.00	\$66.00
1	Tascam SS-CDR200	\$903.10	\$903.10	\$882.80	\$882.80	\$672.00	\$672.00
1	Shure ULXD4Q	\$4,378.00	\$4,378.00	\$4,065.59	\$4,065.59	\$4,369.00	\$4,369.00
1	Shure UA8-470-530	\$23.10	\$23.10	\$21.45	\$21.45	\$23.00	\$23.00
4	Shure ULXD1 Bodypack	\$385.00	\$1,540.00	\$357.53	\$1,430.12	\$384.00	\$1,536.00
2	Shure ULXD2/B87A	\$550.00	\$1,100.00	\$510.75	\$1,021.50	\$549.00	\$1,098.00
2	Shure MX153C/O-TQG	\$174.90	\$349.80	\$162.42	\$324.84	\$175.00	\$350.00
2	Shure MX153T/O-TQG	\$174.90	\$349.80	\$162.42	\$324.84	\$175.00	\$350.00
0	AKG C1000	\$157.08	\$0.00	\$153.55	\$0.00	\$157.00	\$0.00
0	AKG C3000	\$214.83	\$0.00	\$213.87	\$0.00	\$218.00	\$0.00
0	Shure Beta52a	\$148.50	\$0.00	\$137.90	\$0.00	\$149.00	\$0.00
2	Shure SM81	\$325.60	\$651.20	\$302.37	\$604.74	\$325.00	\$650.00
1	EV PC-18/XLR	\$190.43	\$190.43	\$187.55	\$187.55	\$202.00	\$202.00
2	Shure WL184	\$96.80	\$193.60	\$89.89	\$179.78	\$97.00	\$194.00
2	Shure WA302	\$13.20	\$26.40	\$12.26	\$24.52	\$13.00	\$26.00
2	K&M 25900 - Black	\$71.50	\$143.00	\$62.90	\$125.80	\$71.00	\$142.00
4	On-Stage Stands MS7201B	\$13.28	\$53.12	\$14.17	\$56.68	\$18.00	\$72.00
2	Behringer Eurolive B205D	\$156.80	\$313.60	\$150.53	\$301.06	\$154.00	\$308.00
0	Drum Shield D54 L - 5 Section acrylic drum panel with flexible hinges	\$234.00	\$0.00	\$224.73	\$0.00	\$330.00	\$0.00
0	Clearsonic C5 bag	\$160.93	\$0.00	\$144.62	\$0.00	\$151.00	\$0.00
1	Eartec HUB7SMXS	\$1,685.00	\$1,685.00	\$1,503.39	\$1,503.39	\$1,525.00	\$1,525.00
1	Freight	\$317.20	\$317.20	\$0.00	\$0.00	\$750.00	\$750.00
<b>Calculated Total</b>			<b>\$34,761.67</b>		<b>\$33,007.99</b>		<b>\$35,281.00</b>

Signatures

Information and Technology Systems  
8107 Mustang Drive, Portage, MI 49002  
(269) 323-5100 -- help@portageps.org

## MEMO

---

To: Mark Bielang, Superintendent  
Fr: Daniel J. Vomastek, Director  
Dt: February 6, 2019  
Re: Recommendation to Purchase North Middle School Theatrical Lighting Package

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### RECOMMENDATION

I recommend the Board of Education approve the purchase of theatrical <sup>lighting</sup> ~~sound~~ equipment from Pro Audio & Lighting of Warren, MI in an amount not to exceed \$30,671.91, proceeds coming from the 2016 Bond Construction Fund #1.

### BACKGROUND

Each of our new middle schools will be equipped with a 'black box' performance theater. This recommendation is for the purchase of the theatrical lighting fixtures for events for the North Middle's 'black box' space.

### AWARD AND FINANCIAL DETAILS

This is a relatively straightforward purchase. Pro Audio & Video was the lowest complete bid. After careful analysis of the bid and the available budget, we have chosen to eliminate and reduce the quantities of some of the items requested in the RFP. The total cost for this equipment was higher than anticipated due to increases in tariffs from LED manufacturing, however, we can comfortably reduce and eliminate certain quantities of equipment to commission this space. In total, the reduction resulted in a cost savings approximating 60%.

I have attached the bid summary, and I would be happy to answer any questions you or the Board may have.

Portage Public Schools

**#10668 - North Middle School Blackbox Theater Lighting Fixture Package**

December 21, 2018 -- 1:30 pm

<b>Vendor Name</b>	Pro Audio & Lighting	Vincent Lighting Systmes
<b>Address</b>	2400 E 14 Mile Road, Warren, MI 48092	6161 Cochran Road, Ste. D, Solon, OH 44139
<b>Contact Name</b>	Robert Kuron	John Conley
<b>Contact E Mail</b>	<a href="mailto:robk@proaal.com">robk@proaal.com</a>	<a href="mailto:jconley@vls.com">jconley@vls.com</a>
<b>Familial</b>	X	X
<b>Iran Econ Act</b>	X	X
<b>Legal Status Form</b>	X	X

Qty	Make/Model	Unit Price	Total Price	Unit Price	Total Price
48	Chauvet Colorado 1-Quad Zoom Tour	\$445.29	\$21,373.92	\$475.56	\$22,826.88
4	ETC Source 4 ERS - 36 degree lens tube - 2P&G installed	\$357.25	\$1,429.00	\$338.18	\$1,352.72
3	Chauvet Rouge R-2 Wash	\$1,149.12	\$3,447.36	\$1,363.65	\$4,090.95
0	ETC ColorSource LED w/Cyc attachment	\$1,213.06	\$0.00	\$1,302.27	\$0.00
0	Chauvet Rouge R-2 Spot	\$1,541.74	\$0.00	\$1,829.54	\$0.00
0	ETC Ion XE 20 console - no monitors - 2048 Outputs	\$8,567.21	\$0.00	\$7,704.54	\$0.00
2	City Theatrical SHoW DMX SHoW Baby 6	\$272.44	\$544.88	\$245.45	\$490.90
0	ATA Road case for ETC Ion XE 20	\$682.34	\$0.00	\$613.63	\$0.00
55	10' DMX cable	\$6.56	\$360.80	\$7.89	\$433.95
12	25' DMX cable	\$9.94	\$119.28	\$14.71	\$176.52
1	50' DMX cable	\$18.69	\$18.69	\$27.21	\$27.21
4	25' 12/3 SOOW w/2P&G plugs (25' Stage Pin Extension)	\$48.75	\$195.00	\$38.14	\$152.56
51	10' Powercon Male to Powercon Female jumper cables	\$16.25	\$828.75	\$28.36	\$1,446.36
24	25' L5-20 Male / PowerCon Female extension cables	\$22.50	\$540.00	\$24.20	\$580.80
4	25' 14/3 SOOW w/Edison plugs (25' Black Extension)	\$45.74	\$182.96	\$39.06	\$156.24
1	50' 14/3 SOOW w/Edison Plugs (50' Black Extension)	\$65.00	\$65.00	\$59.45	\$59.45
1	APC Back-UPS Pro 700VA UPS (Or equivalent)	\$105.99	\$105.99	\$110.61	\$110.61
3	Light Source TC Black Clamps	\$22.81	\$68.43	\$21.81	\$65.43
54	Light Source Mega Clamp - Black	\$8.70	\$469.80	\$8.53	\$460.62
55	Safety Cables	\$2.75	\$151.25	\$2.00	\$110.00
4	Source 4 ERS Iris	\$109.93	\$439.72	\$68.18	\$272.72
4	Source 4 ERS Color Frame	\$4.98	\$19.92	\$0.00	\$0.00
4	Source 4 ERS Size "A" Gobo Holder	\$6.54	\$26.16	\$6.00	\$24.00
1	Freight	\$285.00	\$285.00		
<b>Calculated Total</b>			<b>\$30,671.91</b>		<b>\$32,837.92</b>

**#10668 - North Middle School Blackbox Theater Lighting Fixture Package**

<b>Vendor Name</b>	John S. Hyatt & Associates Inc	PROVIDEO
<b>Address</b>	1765 Alpine Ave NW, Grand Rapids, MI 49504	26471 Southpoint Rd., Perrysburg, OH 43551
<b>Contact Name</b>	Jessi Nix	Lara Kuhlman
<b>Contact E Mail</b>	<a href="mailto:jessin@jshaa.com">jessin@jshaa.com</a>	<a href="mailto:lara@provideosystems.com">lara@provideosystems.com</a>
<b>Familial</b>	X	X
<b>Iran Econ Act</b>	X	X
<b>Legal Status Form</b>	X	X

Qty	Make/Model	Unit Price	Total Price	Unit Price	Total Price
48	Chauvet Colorado 1-Quad Zoom Tour	\$460.35	\$22,096.80	\$508.00	\$24,384.00
4	ETC Source 4 ERS - 36 degree lens tube - 2P&G installed	\$345.00	\$1,380.00	\$415.00	\$1,660.00
3	Chauvet Rouge R-2 Wash	\$1,320.00	\$3,960.00	\$1,310.00	\$3,930.00
0	ETC ColorSource LED w/Cyc attachment	\$1,383.00	\$0.00	\$1,306.00	\$0.00
0	Chauvet Rouge R-2 Spot	\$1,771.00	\$0.00	\$1,758.00	\$0.00
0	ETC Ion XE 20 console - no monitors - 2048 Outputs	\$7,828.00	\$0.00	\$9,180.00	\$0.00
2	City Theatrical SHoW DMX SHoW Baby 6	\$293.00	\$586.00	\$288.00	\$576.00
0	ATA Road case for ETC Ion XE 20	\$594.00	\$0.00	\$784.00	\$0.00
55	10' DMX cable	\$10.00	\$550.00	\$8.00	\$440.00
12	25' DMX cable	\$16.50	\$198.00	\$13.00	\$156.00
1	50' DMX cable	\$30.00	\$30.00	\$22.00	\$22.00
4	25' 12/3 SOOW w/2P&G plugs (25' Stage Pin Extension)	\$45.00	\$180.00	\$39.00	\$156.00
51	10' Powercon Male to Powercon Female jumper cables	\$30.00	\$1,530.00	\$32.00	\$1,632.00
24	25' L5-20 Male / PowerCon Female extension cables	\$41.00	\$984.00	\$39.00	\$936.00
4	25' 14/3 SOOW w/Edison plugs (25' Black Extension)	\$39.00	\$156.00	\$35.00	\$140.00
1	50' 14/3 SOOW w/Edison Plugs (50' Black Extension)	\$60.00	\$60.00	\$53.00	\$53.00
1	APC Back-UPS Pro 700VA UPS (Or equivalent)	\$165.00	\$165.00	\$124.00	\$124.00
3	Light Source TC Black Clamps	\$27.00	\$81.00	\$26.00	\$78.00
54	Light Source Mega Clamp - Black	\$11.00	\$594.00	\$9.00	\$486.00
55	Safety Cables	\$2.00	\$110.00	\$5.00	\$275.00
4	Source 4 ERS Iris	\$70.00	\$280.00	\$87.00	\$348.00
4	Source 4 ERS Color Frame	\$5.00	\$20.00	\$6.00	\$24.00
4	Source 4 ERS Size "A" Gobo Holder	\$6.50	\$26.00	\$8.00	\$32.00
1	Freight	\$430.00	\$430.00	\$375.00	\$375.00
<b>Calculated Total</b>			<b>\$33,416.80</b>		<b>\$35,827.00</b>

**#10668 - North Middle School Blackbox Theater Lighting Fixture Package**

<b>Vendor Name</b>	SLS Production Services	TPC Technologies, Inc.	LED Lighting Wholesale Inc.
<b>Address</b>	1711 Vanderbilt Ave, Portage, MI 49002	185 Bell Rd., Niles, MI 49120	400 E. Cork St., Kalamazoo, MI 49001
<b>Contact Name</b>	Brad Scott	Marty Golob	Cody O'Brien
<b>Contact E Mail</b>	<a href="mailto:office@slsmi.com">office@slsmi.com</a>	<a href="mailto:mgolob@tpctechnologies.com">mgolob@tpctechnologies.com</a>	<a href="mailto:cody@ledlightingwholesaleinc.com">cody@ledlightingwholesaleinc.com</a>
<b>Familial</b>	X	X	X
<b>Iran Econ Act</b>	X	X	X
<b>Legal Status Form</b>	X	X	X
	<b>Unit Price</b>	<b>Total Price</b>	<b>Unit Price</b>
			<b>Total Price</b>

Qty	Make/Model	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
48	Chauvet Colorado 1-Quad Zoom Tour	\$467.16	\$22,423.68	\$439.43	\$21,092.64	\$534.75	\$25,668.00
4	ETC Source 4 ERS - 36 degree lens tube - 2P&G installed	\$388.85	\$1,555.40	\$439.52	\$1,758.08	No Bid	
3	Chauvet Rouge R-2 Wash	\$1,205.55	\$3,616.65	\$1,260.00	\$3,780.00	\$1,380.00	\$4,140.00
0	ETC ColorSource LED w/Cyc attachment	\$1,556.50	\$0.00	\$1,174.95	\$0.00	No Bid	
0	Chauvet Rouge R-2 Spot	\$1,617.45	\$0.00	\$1,690.50	\$0.00	\$1,851.00	\$0.00
0	ETC Ion XE 20 console - no monitors - 2048 Outputs	\$9,002.40	\$0.00	\$7,119.00	\$0.00	No Bid	
2	City Theatrical SHoW DMX SHoW Baby 6	\$308.00	\$616.00	\$336.00	\$672.00	No Bid	
0	ATA Road case for ETC Ion XE 20	\$625.00	\$0.00	\$567.00	\$0.00	No Bid	23
55	10' DMX cable	\$20.97	\$1,153.35	\$27.51	\$1,513.05	\$8.75	\$481.25
12	25' DMX cable	\$32.30	\$387.60	\$34.91	\$418.92	\$14.18	\$170.16
1	50' DMX cable	\$49.41	\$49.41	\$48.67	\$48.67	\$25.00	\$25.00
4	25' 12/3 SOOW w/2P&G plugs (25' Stage Pin Extension)	\$43.13	\$172.52	\$43.16	\$172.64	No Bid	
51	10' Powercon Male to Powercon Female jumper cables	\$19.92	\$1,015.92	\$28.98	\$1,477.98	No Bid	
24	25' L5-20 Male / PowerCon Female extension cables	\$38.13	\$915.12	\$55.35	\$1,328.40	No Bid	
4	25' 14/3 SOOW w/Edison plugs (25' Black Extension)	\$40.95	\$163.80	\$51.22	\$204.88	No Bid	
1	50' 14/3 SOOW w/Edison Plugs (50' Black Extension)	\$51.70	\$51.70	\$75.14	\$75.14	No Bid	
1	APC Back-UPS Pro 700VA UPS (Or equivalent)	\$109.00	\$109.00	\$120.74	\$120.74	No Bid	
3	Light Source TC Black Clamps	\$26.32	\$78.96	\$21.84	\$65.52	No Bid	
54	Light Source Mega Clamp - Black	\$10.28	\$555.12	\$8.54	\$461.16	No Bid	
55	Safety Cables	\$4.11	\$226.05	\$6.49	\$356.95	\$3.15	\$173.25
4	Source 4 ERS Iris	\$111.00	\$444.00	\$91.35	\$365.40	No Bid	
4	Source 4 ERS Color Frame	\$7.85	\$31.40	\$4.03	\$16.12	No Bid	
4	Source 4 ERS Size "A" Gobo Holder	\$9.52	\$38.08	\$5.29	\$21.16	No Bid	
1	Freight	\$225.00	\$225.00	\$500.00	\$500.00		
	<b>Calculated Total</b>		<b>\$33,828.76</b>		<b>\$34,449.45</b>		<b>\$30,657.66</b>

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING  
FEBRUARY 25, 2019, 6:30 P.M.**

**Note Page**

**VI. Required Actions Items**

1. MASB Board of Directors Election (Required by MASB)

As indicated in the board packet materials, MASB active members are divided into regions designated according to their ISD (RESA) boundaries and then into groups based on pupil membership. Portage Public Schools is in MASB Region 6 and Group V. The Board may vote for one (1) candidate from Region 6 and one (1) candidate from Group V. The candidate bios are included in the agenda packet. The candidates are as follows:

Region 6: Dorothy Dilsaver and Donald D. Myers

Group V: Steve Hyer, Lisa M. Kreager, and Martin Ray

**Recommended Motion – Region 6:**

Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education, cast its vote for candidate \_\_\_\_\_ (*state candidate name*) \_\_\_\_\_ to represent MASB Region 6.

**Recommended Motion – Group V:**

Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education, cast its vote for candidate \_\_\_\_\_ (*state candidate name*) \_\_\_\_\_ to represent MASB Group V.

## MASB Bylaws – Article IV – Membership

**Section 2.** Active Members. The board of education of any public school district in Michigan may become an active member of the Association. Active members of the Association shall be divided into eight regions. The regions shall be designated according to intermediate school district boundaries. The regions shall be as follows:

**Region 1.** Copper Country ISD, Delta-Schoolcraft ISD, Dickinson-Iron ISD, Eastern Upper Peninsula ISD, Gogebic-Ontonagon ISD, Marquette-Alger RESA and Menominee County ISD.

**Region 2.** Alpena-Montmorency-Alcona ESD, Charlevoix- Emmet ISD, Cheboygan-Otsego-Presque Isle ESD, COOR ISD, Iosco RESA, Manistee ISD, Traverse Bay Area ISD and Wexford-Missaukee ISD.

**Region 3.** Ionia County ISD, Kent ISD, Mecosta-Osceola ISD, Montcalm Area ISD, Muskegon Area ISD, Newaygo County RESA, Ottawa Area ISD and West Shore ESD.

**Region 4.** Bay-Arenac ISD, Clare-Gladwin RESD, Clinton County RESA, Gratiot-Isabella RESD, Midland County ESA, Saginaw ISD and Shiawassee RESD.

**Region 5.** Genesee ISD, Huron ISD, Lapeer County ISD, Sanilac ISD, St. Clair County RESA and Tuscola ISD.

**Region 6.** Allegan Area ESA, Barry ISD, Berrien RESA, Branch ISD, Calhoun ISD, Kalamazoo RESA, Lewis Cass ISD, St. Joseph County ISD and Van Buren ISD.

**Region 7.** Eaton RESA, Hillsdale County ISD, Ingham ISD, Jackson County ISD, Lenawee ISD, Livingston ESA, Monroe County ISD and Washtenaw ISD.

**Region 8.** Macomb ISD, Oakland Schools and Wayne RESA.

Active members shall also be divided into the following seven groups based on pupil membership.

**Group I** All intermediate districts;

**Group II** School districts with a pupil membership of 0 - 1,400;

**Group III** School districts with a pupil membership of 1,401 - 2,500;

**Group IV** School districts with a pupil membership of 2,501 - 5,000;

**Group V** School districts with a pupil membership of 5,001 - 11,000;

**Group VI** School districts with a pupil membership of 11,001 - 40,000; and

**Group VII** School districts with a pupil membership over 40,000.

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## Board of Directors' Elections—Candidate Information and Email Voting Procedures

This year, seven seats on the MASB Board of Directors are up for election.

The MASB Board of Directors is comprised of 19 members—16 directors elected from the eight regions (two elected from each); and one director each from Groups V, VI and VII. Directors are elected by active member school boards and, each year, several seats are up for election. As approved by the 2018 Delegate Assembly, beginning in 2019 and in each subsequent year, the MASB President will nominate a member to serve as an at-large director, subject to Board approval. Beginning in 2021, the Board of Directors will consist of 22 members, including three at-large directors.

### Board Limitations:

Article VIII, Section 6 of the MASB Bylaws permits only one director to be elected or appointed from any one local or intermediate school district board.

According to MASB Bylaws Article VIII, Section 8, if any nomination for the Board of Directors is unopposed, the Board of Directors shall declare the unopposed candidate elected without conducting an election for the uncontested group or region.

This year, the following seats on the MASB Board are up for election (one seat each, three-year terms unless otherwise noted): Regions 3, 4, 6, (two-year term) 7 and 8, and Groups V and VI; if you're unsure of your district's region or group, please see the list on page 2.

- Region 4 will continue to be represented by Ruth Coppens, Saginaw ISD (unopposed, no ballots will be sent)
- Group VI will continue to be represented by Shawna Walker, Wayne-Westland Community Schools (unopposed, no ballots will be sent)

Voting in Regions 3, 6, 7 and 8 and Group V will take place via an online ballot. No local district/ISD funds can be used to campaign for anyone running for a seat. To help your board make an informed decision, the following pages contain background information and statements from each of the candidates.

Each district received ONE ballot, which was emailed to the superintendent secretary on record with MASB on Jan. 24, 2019. These ballots CANNOT be forwarded to anyone else. Once your board makes a decision on which candidate it wishes to vote for, please convey this information to your superintendent secretary.

Completed ballots must be submitted and confirmed by the superintendent secretary by 1 p.m. on Wednesday, March 6, 2019.

### Electronic voting is a two-step process:

Step 1 = Submit ballot.

Step 2 = Confirm ballot has been submitted.

Unofficial election results will be available on the voicemail recording at 517.327.5915 as soon as possible, but generally after 2 p.m. on the deadline date. Official results will be approved at the March 22, 2019 Board of Directors' meeting, which newly elected directors should plan to attend.

To summarize:

- Ballot deadline is **1 p.m. on Wednesday, March 6, 2019.**
- No local district/ISD funds can be used to campaign for anyone running for a seat.
- Have questions? Contact Cheryl Huffman at 517.327.5915 or [chuffman@masb.org](mailto:chuffman@masb.org).



**MASB**  
MICHIGAN ASSOCIATION  
OF SCHOOL BOARDS

*All votes are confidential and counted one time.*

Please cast your **vote for one candidate to represent Region 6** for a two-year term on the MASB Board of Directors. To cast your vote, click the circle to the left of the candidate you wish to select. Once you've selected your candidate, click "next." All votes are confidential and counted one time.

NOTE: Voting is a two-step process. Once you submit your vote (Step 1), you'll receive an email asking you to validate your ballot (Step 2). **You must follow the link in this email to complete the voting process.**

## 2019 MASB Board of Directors Official Ballot

*This is a Required Question.*



**Dorothy (Dotty) Dilsaver**  
**District:** Pennfield Schools  
**County:** Calhoun

**Time served on this board:** 10 years  
**Offices held:** Secretary

### **MASB Certification:**

Certified Boardmember Award  
Award of Merit  
Award of Distinction  
Master Boardmember Award  
Master Diamond Award

### **Election Statement:**

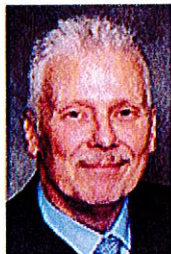
I retired from the State of Michigan in 2004 with 32 years of service from the Department of Military and Veterans Affairs as a Secretary. I was elected in 1985 to the UAW, State Employees Union, as the Recording Secretary.

After my retirement, I wanted to do something productive with my life and since I did not have the time to be on a school board when my girls were in school, I decided I might be able to bring some of my experience to our Pennfield School Board.

I have served on the Pennfield School Board for 10 years. As a board member, I have advocated for our students, teachers and the community. However, I can see that we are lacking in teaching our special needs students. We, as board members, need to work harder on raising the bar of teaching our special needs children.

I currently serve on MASB's Resolutions and Bylaws Committee and the MASB Legal Trust Fund Board of Trustees. Both of these committees are very interesting and because of my serving on these committees, I have been able to earn my Master Diamond Award in March 2018, which I am very proud of.

I know I can bring my knowledge and ideas to MASB and I would appreciate the chance to serve on one of the Region 6 MASB Board seats.



**Donald D. Myers**

**District:** Harper Creek Community Schools

**County:** Calhoun

**Time served on this board:** Eight years

**Offices held:** Vice President and Treasurer

**MASB Certification:**

Certified Boardmember Award

Award of Merit

Award of Distinction

Master Boardmember Award

**Election Statement:**

Working with and educating all students, as well as educators, has been my passion for the last 46 years. I advocate equity and restorative practices for all students.

During my 46 years in education, I have worked as a teacher, an instructional specialist, an athletic coach, a principal, a public school superintendent and a mentor for new superintendents. As a board member, I have served my community as the Vice President, Treasurer, the legislative chair and the representative for CASBMA. I would like to expand my work and commitment to our students by representing my region as a member of the MASB Board of Directors to enhance the quality of public education in our state as well as improving the funding for student education and district facilities.

As a board member, I have earned my board certification, received the Award of Merit, the Award of Distinction, and the Master Boardmember Award. Early in my first term as a board trustee, I initiated and led a change from the MASB district-developed school board policies to fully implemented NEOLA board policies. While a very time consuming and intensive process, implementation of NEOLA board policies provided our board with a much improved and all-encompassing policy document. In addition, I have facilitated a workshop to help our newly elected board members understand their role as board members.

Finally, I have been very active in my local community as well as the state-wide education community. I monitored schools that were able to obtain the Federal School Improvement Grant. I have been very involved with representing my district by contacting our legislators and Governor regarding the unintended consequences of new education legislation. In my local community, I am the supervisor for the Calhoun County Sheriff's Department Dive Team. I am married to a former educator, and the father of a secondary teacher and a social worker. The grandfather of four; all having attended public school and one who will attend public school beginning in 2024.

I am honored to be considered for Region 6 representative on the Board of Directors. If elected, my focus as a representative is to be a strong advocate for students who attend Michigan public schools. My advocacy will support our Association's work to provide an equitable education for all of our students and equitable funding for all of our districts.

[Next >>](#)

## Group V (Three-Year Term)

**Steve Hyer\***

**Clarkston Community Schools, Oakland County**



**Time served on this board:** 18 years

**Offices held:** President, Vice President, Secretary and Treasurer

**MASB Certification:**

- Certified Boardmember Award
- Award of Merit
- Award of Distinction
- Master Boardmember Award
- Master Diamond Award
- Master Platinum Award
- President's Award

**Election Statement:**

Over the past four years, I have served you and your board as a positive, contributing and engaged member of the MASB Board of Directors. I have served on the Finance, Resolutions & Bylaws, Policy and ad hoc committees (Governance & Board Professional Development). I challenge my colleagues to not just accept the status quo. We have developed: a new strategic plan, executive director evaluation, a recruitment effort for new board members, and a new mission and vision for the organization.

In my first year on the board, I dealt with the transition to a new executive director. My entire time on the board has focused on recruiting and retaining high-quality staff to expand the services the Association is able to offer to local districts and individual board members. We must continue to collectively evaluate each of our offerings to make sure we are serving our membership as effectively as possible while being fiscally responsible.

I'm currently in my 18th year and fourth term on the Clarkston Community Schools Board of Education. I have been married for 14 years (2 children: Stephen, 8/Vivian, 6). We've also welcomed into our family a 17-year-old Vietnamese exchange student for the school year. My professional experiences include being a local business owner (software/web development), serving on the Clarkston Chamber of Commerce Board of Directors and as President, and serving on advisory committees at other nonprofits.

I have served on the Oakland County School Boards Association Board of Directions and as the Advocacy Committee Chair. I have served on the Michigan PTA Board of Directors as VP of Children's Advocacy and Treasurer. I've been an active FIRST Robotics mentor and I now serve as a Judge Advisor and organize the annual FIRST Robotics National Advocacy Conference event training hundreds of students from around the country to send them out to advocate for education and STEM. I've organized principals, parents, board members, teachers and students in 39 advocacy trips over the last 18 years. My efforts have been recognized by the MASA Champions for Children Award, ACHC Champion for Prevention Award, a cover story on Advocacy in ASBJ, and being named Clarkston Citizen of the Year in 2005.

I look forward to continuing to be visible, open and accessible while contributing my personal and leadership experiences, on behalf of each individual board member and each school district, to the MASB Board of Directors.

**\*Incumbent**

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## Group V (Three-Year Term)

**Lisa M. Kreager**

**Rockford Public Schools, Kent County**

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**Time served on this board:** Six years

**Offices held:** President, Vice President, Secretary and Treasurer

**MASB Certification:**

Certified Boardmember Award

Award of Merit

**Election Statement:**

As a two-term elected School Board Trustee for Rockford Public Schools, one of my greatest concerns regarding our public schools is equitable funding. As a district with base foundation funding, I know firsthand, the economic challenges we face with the rising costs of retirement funding and health care costs, unfunded mandates, and keeping our students and staff safe in our buildings. How does educating a child in one district warrant only half the funding of a child in a neighboring district?

Next, I would address the need to bring mental health awareness to the forefront in public education. Anxiety disorders are the most common mental health challenge in the U.S., impacting 54% of females and 46% of males, with age 7 being the average age of onset, according to the World Health Organization. While anxiety disorders are highly treatable, only one-third of those suffering receive treatment. Educating our teachers, parents and community members is paramount and plays a role in the education of the entire child.

I have a Finance Degree along with 20 years in public accounting & tax and nonprofit accounting. I have served on various community boards in the Greater Grand Rapids area and have a passion for education and anything 'kid' related.

As a member of the MASB Board of Directors, I hope to continue the great work being done by the MASB 'to provide quality educational leadership services for all Michigan boards of education, and to advocate for student achievement and public education.'

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## Group V (Three-Year Term)

**Martin (Marty) Ray**

**Grand Blanc Community Schools, Genesee County**

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**Time served on this board:** 10 years

**Offices held:** Vice President and Secretary

**MASB Certification:**

Certified Boardmember Award

Award of Merit

Award of Distinction

Master Boardmember Award

Master Diamond Award

Master Platinum Award

**Election Statement:**

As a board member of MASB, I will diligently work to serve the needs of the Michigan districts and their school board members by focusing on value and quality for the time and money our member districts spend with MASB. We should never lose that focus and understand that this is a moving target that needs to be adjusted to, and every board member should find it beneficial and effective to be active in MASB.

Serving our member boards will be accomplished by providing quality and accessible training, timely and relevant classes as well as maintain the solid foundation that they have established with the 100-level courses. Additionally, being the leader for public school advocacy with our state and federal legislatures and continuing to educate, encourage and prod our local school board members to take action and to advocate to their home district constituencies and encourage them to advocate for public education. In this age of information overload this will continue to be one of our greatest challenges.

Finally, as a board member of the MASB I will continue to support our Annual Leadership Conference with its unmeasurable value of networking and team building and focus on current up-to-the-minute issues, training and best practices. This is also our opportunity to share emerging thoughts and directions in public education that will spark the innovation and focus on student achievement. It would be my dream for every Michigan public school board member to attend the ALC and feel that it was the best use of their time and money, and that they are better off going, then not going. We must continue to encourage all the participants to be lifelong learners and then taking the excitement and knowledge back to their districts and counties and regions and making impact. MASB can, is and should be the catalyst in the chemical reaction to inspire, encourage and set the bar high for public education in Michigan.

I am fortunate to come from a district that has benefited from all that MASB has to offer. My home district has a long list of items that have been brought back from conferences in Michigan and national conferences that still benefit us today. It would be my privilege to serve you as your board representative and pay some of this debt back.

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING  
FEBRUARY 25, 2019, 6:30 P.M.**

**Note Page**

**VII. Action Items**

1. Recommendation for PCEC / WMS Contracts (OP 6320)

**Recommended Motion:**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education authorize Owen-Ames-Kimball Co. to issue Notices of Pending Award, in the amounts indicated for the West Middle School and the Community Educational Center, to contractors and suppliers listed on the Bid Summary Sheets, pending confirmation that all requirements of the Contract Documents have been met. Furthermore, that upon receipt by Owen-Ames-Kimball Co. of the appropriate documentation, contracts will be awarded to these contractors and suppliers by Portage Public Schools, as presented.**

FROM: Ron Herron, Assistant Superintendent of Operations  
CC: Mark Bielang, Superintendent  
Paula Johnson, Director of Finance  
Tom Stanek, Owen-Ames-Kimball Co. (OAK)  
DATE: February 8, 2019  
SUBJECT: Bond Bid Package #4a

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### **Recommendation**

I recommend the Board of Education authorize Owen-Ames-Kimball Co. to issue Notices of Pending Award, in the amounts indicated for the West Middle School and the Community Educational Center, to contractors and suppliers listed on the Bid Summary Sheets, pending confirmation that all requirements of the Contract Documents have been met. Furthermore, that upon receipt by Owen-Ames-Kimball Co. of the appropriate documentation, contracts will be awarded to these contractors and suppliers by Portage Public Schools, as presented.

### **Background Information/Recommendation**

Bid Package #4a included Portage West Middle School and Portage Community Education Center renovation projects. This went out to bid on December 17<sup>th</sup>, 2018. Owen-Ames-Kimball Co. (OAK) advertised on their SmartBid data base, the District's Website, Builders Exchange and the State of Michigan's procurement website Sigma. We hosted pre-bid meetings on January 2<sup>nd</sup> for CEC and January 3<sup>rd</sup> for WMS, 2019 respectively. We had approximately 30 contractors participate. During the bid phase, OAK continued to reach out to contractors to gauge bid coverage per bid package.

We accepted bids on January 10<sup>th</sup>, 2019. The bids were read aloud that included the proper bid bonds and acknowledgement of the schedule.

Since the bid openings, our team of OAK, C2AE, Walbridge and PPS staff members executed more the proper post bid interviews for each bid category for these projects. This process was designed to select the bidder with the lowest qualified bid to complete the work scope of each category, having each contractor validate bid pricing, ability to meet schedules with qualified resources, confirmation of work scope and any unique complexities of the projects. During this time we also expressed the high level of expectations the Owner/ Owners Rep/Architect/Construction Management team has for these projects and the contractor's performance.

We are confident that this process has helped us identify the lowest qualified responsible contractors for Board consideration and approval. The interviews were performed over multiple days until the team was confident in bringing this list of recommendations to the Board.

Note that in all work categories we will be awarding contracts to the lowest qualified responsible bid.

We were pleased with this bid process. We had good interest in our projects, as we had 118 bids for both projects. Approximately 80% of bids were from contractors within a one hour drive time radius. We averaged almost 4 bids submitted per bid category.

As it relates to the cost allocation projections for these projects, awards in these work categories resulted in a combined project variance of (\$1,943,465). Breakdown as followed:

(West Middle School)

• Construction Contract Allocation - Funds Available	\$10,004,205
• <u>Award Recommendation</u>	<u>\$8,324,394</u>
<b>Project Variance – (Under)/Over Funds Available</b>	<b>(\$1,679,811)</b>

(Community Education Center)

• Construction Contract Allocation - Funds Available	\$953,086
• <u>Award Recommendation</u>	<u>\$ 689,432</u>
<b>Project Variance – (Under)/Over Funds Available</b>	<b>(\$263,654)</b>

This analysis can be found on the attached bid tabulation summary information for each project.

We are pleased with these results, as it is largely due to the hard work of the entire team and timing of the process leading up to this recommendation.

Approval of these recommendations will allow us to execute contract agreements and proceed with the work in these categories per the scheduled start times in the spring of 2019.

Please note that Bid Package 4b for Portage Northern Natatorium will be presented to the board at the February 25th Board meeting. All bids are in and are being processed and evaluated for presentation to the Board.

I move that Owen-Ames-Kimball Co. be authorized to issue Notices of Pending Award, in the amounts indicated, to contractors and suppliers listed below, pending confirmation that all requirements of the Contract Documents have been met. Furthermore, that upon receipt by Owen-Ames-Kimball Co. of the appropriate documentation, contracts be awarded to these contractors and suppliers by Portage Public Schools.

	Bid Category	Contractor	Base Bid	Combined Bid Deduct (Award of both CEC and West Middle School)	TOTAL	Location of Contractor
1	General Trades	Kalleward Group	100,000		100,000	Kalamazoo, MI
2	Doors, Frames & Hardware	S.A.Morman	11,580	(2,200)	9,380	Portage, MI
3	Aluminum, Glass and Glazing	Midwest Glass and Mirror	45,700		45,700	Stevensville, MI
4	Lath, Plaster, Drywall, Acoustical (LPDA)	The Herb Ritsema Company dba Ritsema Associates	30,217		30,217	Kalamazoo, MI
5	Flooring	Johnson Commercial Interiors	14,830		14,830	Grandville, MI
6	Painting	West Michigan Painting, Inc.	3,790		3,790	Kalamazoo, MI
7	Mechanical / Plumbing	A-1 Refrigeration Sales & Service, Inc.	127,730		127,730	Kalamazoo, MI
8	Electrical	Byler Electric Inc.	51,800		51,800	Constantine, MI
9	Communications	The DataCom Group, Inc.	8,395		8,395	Holt, MI
	Temperature Controls	ControlNET	15,500		15,500	Kalamazoo, MI
	<b>Total</b>		<b>409,542</b>	<b>(2,200)</b>	<b>407,342</b>	
				<b>Over/(Under) Funds Available I</b>	<b>(263,654)</b>	





<b>BID CATEGORY NO. 2 Doors, Frames and Hardware</b>							
<b>CONTRACTOR</b>	<b>Bid Bond</b>	<b>Addendum</b>	<b>BASE BID</b>	<b>Alternates</b>			<b>NOTES</b>
S A Morman - Portage	Y	1,2	\$11,580				Voluntary Alternate

Portage Public Schools  
 Community Education Center  
 Owen-Ames-Kimball Co., Construction Manager  
 Bid Opening: Thursday, January 10 at 3:30 PM



**BID CATEGORY NO. 3 - Aluminum, Glass & Glazing**

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates			NOTES
Midwest Glass and Mirror - Stevensville	Y	1,2	\$45,700				
Forman Glass - Kalamazoo	Y	1,2	\$50,979				



**BID CATEGORY NO. 4 - Lath, Plaster, Drywall, Acoustical (LPDA)**

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates			NOTES
Ritsema Associates - Kalamazoo	Y	1,2	\$30,217				
Sobie Company - Dutton	Y	1,2	\$35,479				
Bouma-Betten Construction - Portage	Y	1,2	\$36,250				
Schepers Brothers - Grand Rapids	Y	1,2	\$39,093				

Portage Public Schools  
 Community Education Center  
 Owen-Ames-Kimball Co., Construction Manager  
 Bid Opening: Thursday, January 10 at 3:30 PM



BID CATEGORY NO. 5 - Flooring							
CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates			NOTES
Johnson Commercial Interiors - Grandville	Y	1,2	\$14,830				
Ritsema Associates - Grandville	Y	1,2	\$15,795				
Battle Creek Tile & Mosaic - Battle Creek	Y	1,2	\$16,335				41
Migala - Kalamazoo	Y	1,2	\$16,734				
Great Lakes Flooring - Grand Rapids	Y	1,2	\$17,988				
Eastpointe Interiors - Grand Rapids	Y	1,2	\$18,112				
Central Tile & Terrazzo - Kalamazoo	Y	1,2	\$18,467				
Welch Tile and Marble - Kent City	Y	1,2	\$18,562				
Commerical Interiors and Design - Wyoming	Y	1,2	\$19,500				



BID CATEGORY NO. 6 - Painting							
CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates			NOTES
West Michigan Painting - Kalamazoo	CK	1,2	\$3,790				
Mayson Painting - Kentwood	CK	1,2	\$4,400				
Bijl Painting - Comstock Park	Y	1,2	\$5,646				
H & H Painting - Kalamazoo	Y	1,2	\$9,510				
GAM Decorating - Wyoming	Y	1,2	\$10,829				
Halligan Painting - Walker	Y	1,2	\$11,820				



**BID CATEGORY NO. 7 - Mechanical/Plumbing**

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates			NOTES
A-1 Refrigeration Sales & Services - Kalamazoo	Y	1,2	\$127,730				
C L Mahoney - Kalamazoo	Y	1,2	\$142,330				
R W Lapine - Kalamazoo	Y	1,2	\$142,500				
Ace Plumbing & Heating - Stvensville	Y	1,2	\$172,000				
DHE Plumbing & Mechanical - Kalamazoo	Y	1,2	\$176,500				



BID CATEGORY NO. 8 - Electrical							
CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates			NOTES
Byler Electric - Constantine	CK	1,2	\$51,800				
Hi-Tech Electric - Portage	Y	1,2	\$59,250				
Circuit Electric - Byron Center	Y	1,2	\$69,000				



**BID CATEGORY NO. 9 - Communications**

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates			NOTES
The DataCom Group - Holt	Y	1,2	\$8,395				
Sport View Technologies - Kalamazoo	Y	1,2	\$8,742				
Parkway Electric & Communications - Holland	Y	1,2	\$9,290				



I move that Owen-Ames-Kimball Co. be authorized to issue Notices of Pending Award, in the amounts indicated, to contractors and suppliers listed below, pending confirmation that all requirements of the Contract Documents have been met. Furthermore, that upon receipt by Owen-Ames-Kimball Co. of the appropriate documentation, contracts be awarded to these contractors and suppliers by Portage Public Schools.

Portage Public Schools  
West Middle School  
Bid Summary Sheet - January 28, 2019  
Construction Manager: Owen-Ames-Kimball Co.



	Bid Category	Contractor	Base Bid	Alternate 1 Music Room Ceiling Difuser Panels	Alternate 2 Replace Existing Sprinkler Heads	Alternate 3 Replace Existing Secondary Entrances	Alternate 4 Gymnasium Lighting	Adjustment 1 Change to Johnston Boilers	Adjustment 2 Change to Lochinvar Gas Water Heaters	Adjustment 3 Demolition	Total	Location of Contractor
1	Earthwork	Lounsbury Excavating	161,700	0	0	0	0	0	0	0	161,700	Paw Paw, MI
3	Concrete	Lucas Concrete	101,021	0	0	0	0	0	0	0	101,021	Walker, MI
4	Polished Concrete	Burgess Concrete Construction, Inc.	14,300	0	0	0	0	0	0	0	14,300	Moline, MI
5	Masonry	Burggrabe Masonry	373,622	0	0	0	0	0	0	0	373,622	Belding, MI
6	Structural Metals	Schweitzer Incorporated	106,673	0	0	0	0	0	0	0	106,673	Battle Creek, MI
7	General Trades	BCI Construction	168,500	0	0	0	0	0	425,000	0	593,500	Grand Rapids, MI
8	Joint Sealants	Slager Restoration	6,985	0	0	0	0	0	0	0	6,985	Vandalia, MI
9	Doors, Frames & Hardware	S.A. Morman	98,415	0	0	0	0	0	0	0	98,415	Portage, MI
10	Aluminum, Glass and Glazing	Midwest Glass and Mirror	97,190	0	0	75,492	0	0	0	0	172,682	Stevensville, MI
11	Lath, Plaster, Drywall, Acoustical (LPDA)	The Herb Ritsema Company dba Ritsema Assc	496,170	7,600	0	0	0	0	0	0	503,770	Kalamazoo, MI
12	Flooring	Great Lakes Floor Covering	580,784	0	0	0	0	0	0	0	580,784	Grand Rapids, MI
13	Painting	PMV Custom Finishes	180,100	(800)	0	(2,475)	0	0	0	0	176,825	Portage, MI
14	Visual Display Units	Cig Jan Products	9,921	0	0	0	0	0	0	0	9,921	Caledonia, MI
15	Toilet Compartments	S.A. Morman	19,630	0	0	0	0	0	0	0	19,630	Portage, MI
16	Toilet and Bath Accessories	S.A. Morman	8,085	0	0	0	0	0	0	0	8,085	Portage, MI
17	Lockers	Rayhaven Group	57,400	0	0	0	0	0	0	0	57,400	Grand Rapids, MI
18	Operable Partitions	Bareman & Associates	25,900	0	0	0	0	0	0	0	25,900	Jenison, MI
19	Window Coverings	Creative Window Treatments	12,122	0	0	0	0	0	0	0	12,122	Kalamazoo, MI
20	Casework and Countertops	Stonecreek Interior Systems	219,500	0	0	0	0	0	0	0	219,500	Grand Rapids, MI
21	Fire Protection	Blaze Fire Protection	128,800	0	14,400	0	0	0	0	0	143,200	Sparta, MI
22	DDC Control System	ControlNet LLC	460,800	0	0	0	0	0	0	0	460,800	Kalamazoo, MI
23	Mechanical/Plumbing	A-1 Refrigeration Sales & Service	1,395,274	0	0	0	0	11,154	9,600	0	1,416,028	Kalamazoo, MI
24	Testing and Balancing	Third Coast Test and Balance	10,290	0	0	0	0	0	0	0	10,290	Grand Rapids, MI
25	Electrical	Hi-Tech Electric	740,200	0	0	0	14,000	0	0	0	754,200	Portage, MI
26	Communications	Sport View Technologies	215,055	0	0	0	0	0	0	0	215,055	Kalamazoo, MI
	<b>Total</b>		<b>5,688,437</b>	<b>6,800</b>	<b>14,400</b>	<b>73,017</b>	<b>14,000</b>	<b>11,154</b>	<b>9,600</b>	<b>425,000</b>	<b>6,242,408</b>	
										<b>Over/(Under) Funds Available Budgeted</b>	<b>(1,679,811)</b>	



**BID CATEGORY NO. 1 - EARTHWORK**

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
Lounsbury Excavating - Paw Paw	Y	1,2	\$161,700					
Cripps Fontaine Excavating - Kalamazoo	Y	1,2	\$185,000					
James E Fulton & Sons	t	1,2	\$210,000					



**BID CATEGORY NO. 3 - Concrete**

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
Lucas Concrete - Walker	Y	1,2	\$101,021					
Schepers Concrete - Grand Rapids	Y	1,2	\$110,775					
VanLaan Concrete - Dutton	Y	1,2	\$132,335					
Choice Concrete - Clarksville	Y	1,2	\$151,400					
Regional Concrete - Battle Creek	Y	1,2	\$154,182					
Earley & Associates - Kalamazoo	Y	1,2	\$155,000					
Burgess Concrete - Moline	Y	1,2	\$192,400					
Proline Concrete - Dorr	Y	1,2	\$225,480					



**BID CATEGORY NO. 4 - Concrete Polishing**

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
Burgess Concrete - Moline	Y	1,2	\$14,300					
Schepers Concrete - Grand Rapids	Y	1,2	\$37,517					



**BID CATEGORY NO. 5 - MASONRY**

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
Burggrabe Masonry - Belding	Y	1,2	\$373,622					
Brqacy and Jahr - Quincy	Y	1,2	\$564,200					



**BID CATEGORY NO. 6 - Structural Metals**

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
Schweitzer Incorporated - Battle Creek	Y	1,2	\$106,673					
Custom Steel Fabricators - Wyoming	Y	1,2	\$134,800					
Structural Standards - Sparta	Y	1,2	\$150,000					



**BID CATEGORY NO. 7 - General Trades**

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
BCI Construction - Grand Rapids	Y	1,2	\$168,500					
Kalleward Group - Kalamazoo	Y	1,2	\$210,000					Voluntary Alternate



**BID CATEGORY NO. 8 - Joint Sealants**

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
Premier Caulking—Grand Rapids	Y	1,2	\$0			\$500		Dropped Bid
Slager Restoration - Vandalla	Y	1,2	\$6,985					Voluntary Alternate
CJ's Coatings/Sealants - Hudsonville	Y	1,2	\$23,114					



**BID CATEGORY NO. 9 Doors, Frames and Hardware**

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
S A Morman - Portage	Y	1,2	\$98,415					



**BID CATEGORY NO. 10 - Aluminum, Glass & Glazing**

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
Midwest Glass and Mirror - Stevensville	Y	1,2	\$97,190			\$75,492		
Forman Glass - Kalamazoo	Y	1,2	\$118,400			\$67,380		Voluntary Alternates
Double O - Grand Rapids	Y	1,2	\$127,181			\$127,820		



**BID CATEGORY NO. 11 - Lath, Plaster, Drywall, Accoustical (LPDA)**

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
Ritsema Company - Kalamazoo	Y	1,2	\$496,170	\$7,600				
Schepers Brothers - Grand Rapids	Y	1,2	\$496,432	\$15,307				
Bouma Corporation - Grand Rapids	Y	1,2	\$538,975	\$8,370				Voluntary Alternates See Clarifications
Boums-Bettern Construction - Portage	Y	1,2	\$556,750	\$14,350				Voluntary Alternates
Sobie Company - Dutton	Y	1,2	\$580,300	\$8,210				



**BID CATEGORY NO. 12 - Flooring**

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
Great Lakes Floor Covering - Grand Rapids	Y	1,2	\$580,784					Voluntary Alternate
Johnson Commercial Interiors - Grandville	Y	1,2	\$589,000					Voluntary Alternate
Ritsema Associates - Grandville	Y	1,2	\$592,920					Voluntary Alternate
Battle Creek Tile & Mosiac - Battle Creek	Y	1,2	\$614,369					
Central Tile & Terrazzo - Kalamazoo	Y	1,2	\$628,895					
Commercial Interiors and Design - Wyoming	Y	1,2	\$629,900					
Eastpointe Interiors - Grand Rapids	Y	1,2	\$661,867					Voluntary Alternate



**BID CATEGORY NO. 13 - Painting**

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
Bijl Painting - Comstock Park	Y	1,2	\$142,328			(\$986)		Incomplete Bid, Dropped
PMV Custom Finishes - Portage	Y	1,2	\$180,100	(\$800)		(\$2,475)		See Clarifications
H& H Painting - Kalamazoo	Y	1,2	\$214,285	\$850		(\$2,350)		
K & A Commercial Painting - Cedar Springs	Y	1,2	\$275,935	\$2,800		(\$400)		
GAM Decorating - Wyoming	Y	1,2	\$298,594					



**BID CATEGORY NO. 14 - Visual Display Units**

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
Cig Jan Products - Caledonia	Y	1,2	\$9,921					
Divis10n - Wyoming	Y	1,2	\$10,823					



**BID CATEGORY NO. 15 - Toilet Compartments**

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
S A Morman - Portage	Y	1,2	\$19,630					
LG2 LLC - Wyoming	Y	1,2	\$22,361					
Rayhaven Group - Kentwood	Y	1,2	\$23,454					
Divis10n - Wyoming	Y	1,2	\$31,189					



**BID CATEGORY NO. 16 - Toilet and Bath Accessories**

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
S A Morman - Portage	Y	1,2	\$8,085					
Rayhaven Group - Kentwood	Y	1,2	\$8,893					
Divis10n - Wyoming	Y	1,2	\$12,187					



**BID CATEGORY NO. 17 - Lockers**

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
Rayhaven Group - Grand Rapids	Y	1,2	\$57,400					



**BID CATEGORY NO. 18 - Operable Partitions**

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
Richmond Interiors Systems—Grand Rapids	Y	1,2	\$25,000					Dropped Bid
Bareman & Associates - Jenison	Y	1,2	\$25,900					
Gardiner C Vose - Grand Rapids	Y	1,2	\$31,247					Voluntary Alternate
Partition Systems - Cedar Springs	Y	1,2	\$38,300					Voluntary Alternate



**BID CATEGORY NO. 19 - Window Coverings**

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
Creative Window Treatments - Kalamazoo	Y	1,2	\$12,122					
2 Unopened Bids - No Bid Bonds								



**BID CATEGORY NO. 20 - Casework and Countertops**

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
Stohecreek Interiors Systems - Grand Rapids	Y	1,2	\$219,500					



**BID CATEGORY NO. 21 - Fire Protection**

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
Franklin Holwerda Company - Wyoming	Y	1,2	\$123,180		\$39,000			Voluntary Alternate
Blaze Fire Protection - Sparta	Y	1,2	\$128,800		\$14,400			
Total Fire Protection - Grand Rapids	Y	1,2	\$138,200		\$71,850			
Dependable Fire Protection - Cedar Springs	Y	1,2	\$139,928	\$3,000	\$49,000			Voluntary Alternates
Brigade Fire Protection - Belmont	Y	1,2	\$149,234		\$34,955			Voluntary Alternates
1 Unopened Bids - No Bid Bonds								



**BID CATEGORY NO. 22 - DDC Control System**

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
Green Building Automation - Portage	Y	1,2	\$327,330					Base Bid is a Voluntary Alternate for an unapproved product.
ControlNet LLC - Kalamazoo	Y	1,2	\$460,800					



**BID CATEGORY NO. 23 - Mechanical/Plumbing**

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
A-1 Refrigeration Sales & Service - Kalamazoo	Y	1,2	\$1,395,274					
DHE Plumbing & Mechanical - Grandville	Y	1,2	\$1,434,000					
R.W. Lapine - Kalamazoo	Y	1,2	\$1,436,000					
Kalamazoo Mechanical - Kalamazoo	Y	1,2	\$1,471,417	\$1,300				Voluntary Alternate



**BID CATEGORY NO. 24 - Testing & Balancing**

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
Third Coast Test and Balance - Grand Rapids	Y	1,2	\$10,290					
Aireconomics - Grand Rapids	Ck	1,2	\$19,730					



**BID CATEGORY NO. 25 - Electrical**

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
Hi-Tech Electric Company - Portage	Y	1,2	\$740,200				\$14,000	
Allied Electric - Grand Rapids	Y	1,2	\$946,000				\$12,320	
Hoekstra Electrical Services - Hamilton	Y	1,2	\$1,036,000				\$17,900	
Circuit Electric - Byron Center	Y	1,2	\$1,174,000				\$17,500	Voluntary Alternates See Clarifications

Portage Public Schools  
 West Middle School  
 Owen-Ames-Kimball Co., Construction Manager  
 Bid Opening: Thursday, January 10th at 3:30pm



**BID CATEGORY NO. 26 - Communications**

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates				NOTES
				Alternate No. 1 - Music Room Ceiling Diffuser Panels	Alternate No. 2 - Replace Existing Sprinkler Heads	Alternate No. 3 - Replace Existing Secondary Entrances	Alternate No. 4 - Gymnasium Lighting	
Sport View Technologies - Kalamazoo	Y	1,2	\$215,055					
Parkway Electric & Communications	Y	1,2	\$264,057					

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING  
FEBRUARY 25, 2019, 6:30 P.M.**

**Note Page**

**VII. Action Items**

2. Approval of General Fund Budget Appropriations Resolution 2018/19 Amended Budget #1 (OP 6231)

**Recommended Motion:**

Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education approve the Budget Amendment Resolution to the General Appropriations Act (General Fund) for the 2018/19 year, as presented.

**Portage** Public Schools  
THE FUTURE LEARNS HERE

**2018/19 Budget Amendment**

**General Fund #1**

**February 25, 2019**

To : Mark Bielang, Superintendent  
From : Paula Johnson, Director of Finance  
Date : February 11, 2019  
Subj : General Fund Budget Amendment #1 Resolution for 2018/19

**Recommendation**

That the Board of Education approve the attached budget amendment resolution to the General Appropriations Act (General Fund) for the 2018/19 year at the February 25, 2019 Board meeting.

**Background Information**

This amendment to the District's operating fund represents the first of two planned revisions during this school year. Typically, the budget is amended each year in February and June. The extensive amendment process demonstrates our commitment to a continuous budget cycle that updates the Board and community as new and improved information becomes available.

The modifications incorporated in this document are the result of a number of factors that we have previously discussed:

1. Estimate changes due to information available from our 2017/18 audit which increased the District's fund balance by \$189,889. (Projected to be (\$959,022), actual was (\$769,133)). Other revisions come from a detailed account analysis of budget to actual during the last school year.
2. Changes in budgets necessitated by actual enrollments, actual staffing, and program adjustments.
3. Information received after the budget was adopted in June, 2018.

Typically the first budget amendment is the most extensive one completed during the year. This is certainly the case again this year. Foundation grant revenues have been adjusted to reflect the results of our fall membership count for a new blended membership count. In addition, salaries and fringe benefits have been adjusted to actual staffing levels and reflect negotiated contracted settlements. The resolution attached that will be passed on February 25 is provided at the functional level.

Also attached is the Comparison by Major Categories and Fund Balance Schedule, which is a format familiar to you from the budget adoption process in that it compares major categories and gives you both projected total fund balance and unassigned fund balance information. After the amendment, unassigned fund balance stands at 8.39%, up from 8.28% at 6/30/2018. This allows us to maintain compliance with Board Policy Executive Limitations 2.4 and 2.5 for the planning and expenditure of funds so that unassigned fund balance does not fall below 7%.

After all of the proposed changes are considered, the revised budget reflects excess expenditures over revenues of (\$243,283) for the year, as compared to (\$261,905) which was adopted in June and reflects a positive difference of \$18,622. The largest portions of the net change are identified as follows:

<b>Revisions</b>	<b>Amount</b>
<b>Revenues:</b>	<b>(rounded)</b>
<b>Local:</b>	<b>\$534,000</b>
Change in property tax collection based on change in taxable value. K/RESA enhancement millage and SE millage were also updated.	
<b>State:</b>	<b>\$827,000</b>
Overall net increase in the foundation grant, consisting of adjusting to 44 more actual blended membership fee's than budgeted based on actual October, 2018 and February, 2018 counts	
Increase for Retirement Categoricals awarded by the State	
Increase in other State Aid Categoricals	
<b>Federal:</b>	<b>\$40,000</b>
Title IV grant award	
<b>Incoming Transfers &amp; Other Transactions:</b>	<b>(\$78,000)</b>
Removal of SE reimbursement cost from Vicksburg and addition of Set-Seg insurance claim.	
<b>Revenue Subtotal -</b>	<b>\$1,323,000</b>
<b>Expenditures:</b>	
Salaries for all groups have been adjusted since the preliminary adoption to reflect actual retirements and hires. Related FICA and retirement benefit costs have also been updated. This also includes an increase in the UAAL rate based on the revenue received through state aid.	
Health insurance costs came in lower than budgeted, resulting in a large savings for the district. Based on the change to PAK coverage for the PEA also resulted in a slight increase in dental, vision, ltd and life insurance costs.	
Purchased services is showing a large increase due to several factors: At the time the budget was adopted it was planned to have more maintenance staff hired through PPS as opposed to them being hired by GRBS. Fewer maintenance staff were actually hired than planned so more staff remained contracted with GRBS resulting in an adjustment to the contracted amount. Cost for facility planner and district-wide water testing was included for all locations.	
Supply costs are reflective of the buildings using carry-over funds from last year and for adjusted based on Fall enrollment.	
Capital Outlay was adjusted to reflect roof repair costs that were covered by the general fund.	
<b>Expense Subtotal -</b>	<b><u>(1,304,000)</u></b>
<b>Total revisions accounted for in these items</b>	<b><u>(\$ 18,622)</u></b>

For the County Wide Special Education Millage funds, although K/RESA submitted a revised budget to the District where all costs would be reimbursed, the district only receives 90% of the estimated allocation in the current year, with the estimated 10% balance remitted to districts in the subsequent year after all actual costs are determined.

The Governor is expected to release the Executive budget recommendation by early March for the State's 2019/20 fiscal year. The new administration has an extra month to communicate information because of having a new staff. This will provide us information as we begin preparation of the 2019/20 school year budget.

**PORTAGE PUBLIC SCHOOLS  
GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION  
2018/19 AMENDED BUDGET #1**

Be it resolved that this resolution shall be the General Fund appropriations of Portage Public Schools for the fiscal year 2018/19. A resolution to make appropriations; to provide for the expenditures of appropriations; and to provide for the disposition of all revenue received by Portage Public Schools.

Be it further resolved that the total unappropriated fund balance and total revenues to be available for appropriations in the General Fund of Portage Public Schools for the fiscal year 2018/19 is as follows:

	Actual 2017/18	Adopted Budget 2018/19	Amended Budget #1 2018/19
Total Fund Balance, Beginning of Year, July 1	9,818,905	8,859,883	9,049,772
<b>REVENUES:</b>			
Local Sources	25,598,882	25,686,550	26,220,801
State Sources	65,570,421	66,801,597	67,628,161
Federal Sources	1,014,174	1,041,571	1,082,203
Incoming Transfers and Other Transactions	227,864	486,139	407,777
Total Revenues and Other Transactions	92,411,341	94,015,857	95,338,942
Total Available to Appropriate	102,230,246	102,875,740	104,388,714

Be it further resolved that \$93,779,037 of the total available to appropriate is hereby appropriated in the amounts and for the purposes set forth as follows:

<b>EXPENDITURES:</b>			
<b>Instruction:</b>			
Basic Programs	48,532,069	49,717,384	50,345,612
Added Needs	7,531,922	8,113,941	8,129,269
Total Instruction	56,063,991	57,831,325	58,474,881
<b>Supporting Services:</b>			
Pupil	6,542,751	6,165,552	6,428,967
Instructional Staff	4,787,626	4,771,230	4,836,252
General Administration	692,148	697,174	690,836
School Administration	4,994,366	5,014,325	5,154,640
Business Services	1,106,906	992,127	995,468
Operations and Maintenance	8,122,666	8,202,948	8,418,702
Transportation	3,374,751	3,496,676	3,487,234
Central Services	2,478,527	2,507,109	2,415,564
Athletics	1,612,047	1,460,110	1,527,772
Total Supporting Services	33,711,788	33,307,251	33,955,435
Community Services	2,780,724	2,863,919	2,876,642
Other Financing Use - Debt Service	623,971	275,267	275,267
Total Expenditure Appropriation	93,180,474	94,277,762	95,582,225
Excess (Deficit) of Revenues over Expenditures	(769,133)	(261,905)	(243,283)
Total Fund Balance (Assigned and Unassigned), End of Year, June 30 (Estimate)	\$ 9,049,772	\$ 8,597,978	\$ 8,806,489

**PORTAGE PUBLIC SCHOOLS  
GENERAL FUND BUDGET APPROPRIATIONS RESOLUTION  
2018/19 AMENDED BUDGET #1**

Be it further resolved that no board of Education member or employee of the School District shall expend any funds or obligate the expenditure of funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement previously adopted. Changes in the amount appropriated shall require approval by the Board of Education.

Be it further resolved that the Superintendent is hereby charged with general supervision of the execution of the budget as adopted by the Board of Education and shall hold the directors and department heads responsible for performance of their responsibilities within the amounts appropriated.

**PORTAGE PUBLIC SCHOOLS**  
**2018/19 AMENDED GENERAL FUND BUDGET**  
**COMPARISON BY MAJOR CATEGORIES AND FUND BALANCE INFORMATION**

	<u>Actual 2017/18</u>	<u>Adopted Budget 2018/19</u>	<u>Amended Budget #1 2018/19</u>	<u>Increase (Decrease)</u>
<b>Revenues</b>				
Not Program Related	77,791,336	79,472,533	80,561,774	1,089,241
Program Related	14,620,005	14,543,324	14,777,168	233,844
<b>Total Revenues</b>	<u>92,411,341</u>	<u>94,015,857</u>	<u>95,338,942</u>	<u>1,323,085</u>
<b>Expenditures</b>				
SALARIES	45,912,393	47,297,332	47,658,923	361,591
<b>Fringe Benefits:</b>				
FICA **	3,220,282	3,510,051	3,620,252	110,201
Retirement **	18,319,404	17,775,049	18,009,090	234,041
Health Insurance	7,601,434	8,517,356	7,841,115	(676,241)
Dental Insurance	590,169	610,734	616,873	6,139
Vision Insurance	92,644	96,781	125,239	28,458
Long-Term Disability	109,998	114,270	115,514	1,244
Life Insurance	22,271	25,729	33,023	7,294
Other Fringe Benefits	597,405	617,793	654,887	37,094
<b>Total Fringe Benefits</b>	<u>30,553,607</u>	<u>31,267,763</u>	<u>31,015,993</u>	<u>(251,770)</u>
(Note: ** Mandated fringe benefit)				
Purchased Services	11,059,145	10,183,100	11,058,868	875,768
Supplies, Materials, Other	4,234,078	4,918,300	5,162,252	243,952
Capital Outlay	797,280	336,000	410,922	74,922
Debt Service	623,971	275,267	275,267	0
<b>Total Expenditures</b>	<u>93,180,474</u>	<u>94,277,762</u>	<u>95,582,225</u>	<u>1,304,463</u>
<b>Excess (Deficit) of Revenues over Expenditures</b>	<u>\$ (769,133)</u>	<u>\$ (261,905)</u>	<u>\$ (243,283)</u>	<u>\$ 18,622</u>
<b>Total Fund Balance Information</b>				
Fund Balance Beginning	9,818,905	8,859,883	9,049,772	
Income (Deficit) - Allocated to Unreserved	(769,133)	(261,905)	(243,283)	
<b>Estimated Ending Fund Balance</b>	9,049,772	8,597,978	8,806,489	
<b>Estimated Non-Spendable and Assigned Fund Balance Restrictions</b>	847,564	787,564	787,564	
<b>Estimated Ending Unassigned Fund Balance</b>	<u>\$ 8,202,208</u>	<u>\$ 7,810,414</u>	<u>\$ 8,018,925</u>	
<b>As a Percentage of Expenditures</b>	8.80%	8.28%	8.39%	

**PORTAGE PUBLIC SCHOOLS  
GENERAL FUND AMENDMENT #1  
PROGRAM LEVEL SUPPORTING DETAIL**

	Adopted Budget 2018/19	Amendments/ Transfers	Amended Budget #1 2018/19
<b>REVENUES:</b>			
From Local Sources:			
Property Tax Levy (17.8182 mills)	13,637,560	274,559	13,912,119
Regional Enhancement Millage (1.5 mills)	3,034,500	52,120	3,086,620
Earnings from Investments and Deposits	21,500	0	21,500
Interest on Delinquent Taxes	12,000	0	12,000
Reimbursements from Other Funds:			
Accounting Services and Indirect Costs	200,000	0	200,000
Other Local Sources	66,800	31,464	98,264
From State Sources:			
Foundation Grant Allowance	55,539,060	96,735	55,635,795
Other State Categoricals/Foundation Adjustments	6,866,180	665,827	7,532,007
From Federal Sources:			
Medicaid Administrative Outreach Program	11,000	0	11,000
Program Related Revenues:			
Great Start Readiness Program	364,720	0	364,720
Contributions for Instructional Programs	22,000	37,957	59,957
Pay to Participate Fees	202,000	0	202,000
Online Class and IB/AP Test Fees	127,500	0	127,500
Athletic Gate Receipts and Contributions	159,400	9,208	168,608
Community High School	2,000	0	2,000
Enrichment Class and Advertising Fees	359,000	3,000	362,000
Childcare and Preschool Fees	2,756,173	0	2,756,173
Technology Services	250,000	0	250,000
County Special Education and State Categoricals	6,596,894	(17,013)	6,579,881
At Risk Grant	1,668,402	29,142	1,697,544
Title 1 Grant	763,276	0	763,276
Title 2 Grant	212,618	0	212,618
Other Grants	210,474	140,086	350,560
Maintenance and Operations Facility Rental Fees	80,000	0	80,000
Transportation Special Education Categoricals and Billings	852,800	0	852,800
<b>TOTAL REVENUES</b>	<b>\$ 94,015,857</b>	<b>\$ 1,323,085</b>	<b>\$ 95,338,942</b>

**PORTAGE PUBLIC SCHOOLS  
GENERAL FUND AMENDMENT #1  
PROGRAM LEVEL SUPPORTING DETAIL**

	Adopted Budget 2018/19	Amendments/ Transfers	Amended Budget #1 2018/19
<b>EXPENDITURES:</b>			
<b>Instructional Services</b>			
Amberly Elementary	3,957,993	31,487	3,989,480
Angling Road Elementary	2,609,014	(72,858)	2,536,156
Central Elementary	2,939,382	(133,962)	2,805,420
Haverhill Elementary	3,057,014	57,456	3,114,470
Lake Center Elementary	3,960,442	(99,671)	3,860,771
Moorsbridge Elementary	3,909,587	202,904	4,112,491
12th Street Elementary	3,656,848	158,043	3,814,891
Woodland Elementary	3,008,908	16,380	3,025,288
Central Middle	4,660,704	(15,696)	4,645,008
North Middle	4,001,127	81,056	4,082,183
West Middle	4,876,742	119,929	4,996,671
Central High	9,360,029	130,565	9,490,594
Northern High	8,561,670	58,801	8,620,471
Acadimically Gifted and Talented	252,729	1,363	254,092
Auditorium Management	139,641	12,868	152,509
Childcare and Preschool Program	2,567,131	(1,319)	2,565,812
Community High School Program	1,465,657	(3,390)	1,462,267
Education for Employment	742,820	(6,200)	736,620
Education for the Arts	96,055	(1,515)	94,540
Great Start Readiness Program	472,754	(628)	472,126
High School Athletics	1,305,425	49,151	1,354,576
Homebound Services	14,567	0	14,567
Instructional Services Administration	838,711	(11,006)	827,705
Middle School Athletics	257,685	15,129	272,814
Non-Public Schools- Shared Time Program	903,667	(150,579)	753,088
<b>Technology and Student Information Systems</b>			
Media Services	137,502	39,137	176,639
Technology Services	2,337,536	(36,574)	2,300,962
<b>Special Education Services</b>			
Special Education Program	8,994,182	159,843	9,154,025
At Risk Grant	1,668,380	10,674	1,679,054
Title 1 Grant	763,276	0	763,276
Title 2 Grant	213,225	123	213,348
<b>Curriculum and Professional Development</b>			
Curriculum Development	931,856	36,274	968,130
Professional Development	189,531	15,900	205,431
Other Grants	210,457	142,087	352,544
<b>Operations</b>			
Budget and Finance	1,178,211	12,351	1,190,562
Central Services	99,370	(1,249)	98,121
Maintenance and Operations	4,564,667	426,061	4,990,728
Transportation	3,508,788	(11,553)	3,497,235
<b>Community Relations</b>			
Communications	285,062	1,425	286,487
Community Enrichment Program	366,608	0	366,608
Human Resources	557,635	(38,007)	519,628
Administration	655,174	109,663	764,837
<b>TOTAL EXPENDITURES</b>	<b>\$ 94,277,762</b>	<b>\$ 1,304,463</b>	<b>\$ 95,582,225</b>
<b>EXCESS (DEFICIT) REVENUES OVER EXPENDITURES</b>	<b>\$ (261,905)</b>	<b>\$ 18,622</b>	<b>\$ (243,283)</b>

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING  
FEBRUARY 25, 2019, 6:30 P.M.**

**Note Page**

**VII. Action Items**

3. Recommendation for Chromebook Purchase (OP 6320)

**Recommended Motion:**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education authorize the purchase of 700 Chromebooks from Sehi Computer Products of Rochester Hills, MI in an amount not-to-exceed \$154,301.00, the proceeds for which will come from the 2016 Bond Fund #1, as presented.**

# Portage Public Schools

Information and Technology Systems  
8107 Mustang Drive, Portage, MI 49002  
(269) 323-5100 -- help@portageps.org

## MEMO

---

To: Mark Bielang, Superintendent  
Fr: Daniel J. Vomastek, Director  
Dt: February 20th, 2019  
Re: Student Chromebook Purchase

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### RECOMMENDATION

I recommend the Board of Education authorize the purchase of 700 Chromebooks from Sehi Computer Products of Rochester Hills Michigan in an amount not to exceed \$154,301, proceeds coming from the 2016 Bond Fund #1.

### BACKGROUND

As a part of our 1-1 computing initiative, we are distributing a Chromebook to the majority of our 6-12 students. We typically do this in the fall with our 6th and 9th grade students. This purchase will be distributed to our 8th grade students yet this year for a variety of reasons:

- It will free up time on the technology team's fall workload, allowing us to devote more attention to getting the new North Middle School and Central athletic fields up and running.
- It will free up Chromebook carts so we can get a head start on completing the 2nd grade rollout.
- It gets us ahead of potential tariff-related cost increases many vendors and manufacturers predict.

### AWARD INFORMATION

As the Michigan purchase window is not currently open, we issued our own RFP. As expected, we received nearly 20 proposals. Sehi is the third lowest bid. We selected Sehi over the two lower bids as follows:

- The low bid came from Hypertech with a net difference of \$12,012. The unit they quoted was from a previous model year. Given the length of time these Chromebooks will be in service we prefer to go with the most recent model.
- The second low bid came from SAITECH, net difference of \$553. While SAITECH quoted the same Chromebook, they are not based in Michigan and we have not worked with them in the past. We have worked with Sehi on numerous occasions, and have never had an issue with customer service or order fulfillment.

At unit price of \$220.43, the Sehi quote meets our set budget goal of \$230 per unit, and includes all licenses as well as a 3 year warranty with pick up service.

Finally, I would like to offer my thanks to the Board for considering this item for 'fast-track' approval. The chess pieces moved a little faster on the schedule than I had anticipated. This action will be a huge help.

I would be happy to answer any other questions you or the Board may have.

Portage Public Schools

**#10669A - Fall 2019 Chromebook Purchase**

Tuesday, February 19, 2019 @ 1:00 pm

	CDW G	SDF Professional Computer Services	Hypertec USA Inc	DILTEX Inc	SAITECH INC	EHI Computer Products
<b>Vendor Name</b>	CDW G	SDF Professional Computer Services	Hypertec USA Inc	DILTEX Inc	SAITECH INC	EHI Computer Products
<b>Address</b>	Vernon Hills, IL	Greenville, NC	Tempe, AZ	West Covina, CA	Fremont, CA	Rochester Hills, MI
<b>Contact Name</b>	Wes Farrell, Sr.	Shiv Ajmera	Mike Marracino	Dil Singh	Shalini Kalra	Craig Sehi
<b>Contact E Mail</b>	<a href="mailto:wesfar@cdw.com">wesfar@cdw.com</a>	<a href="mailto:sajmera@sdf-sai.com">sajmera@sdf-sai.com</a>	<a href="mailto:bidsus@hypertec.com">bidsus@hypertec.com</a>	<a href="mailto:dil.singh@diltexinc.com">dil.singh@diltexinc.com</a>	<a href="mailto:govtsales@esaitech.com">govtsales@esaitech.com</a>	<a href="mailto:craig@sehi.com">craig@sehi.com</a>
<b>Familial</b>	YES	YES	YES	YES	YES	YES
<b>Iran Econ Act</b>	YES	YES	YES	YES	YES	NO
<b>Legal Status Form</b>	YES	YES	YES	YES	YES	NO
	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price
<b>Make/Model</b>	Acer Chromebook C771-C4TM	HP Chromebook 11 G6	HP Chromebook 11 G5	HP UQ990E	HP Chromebook 16GB P/N 3NV57UT#ABA	HP Chromebook 11 GS EE (Purchased before March 29,2019)
<b>Unit Cost Per Chromebook</b>	\$264.00	\$199.95	\$179.28	\$206.73	\$219.64	\$220.43
<b>Unit Cost Per G Suite for Education Device Management License</b>	\$24.00	\$23.00	\$23.99	\$22.95	\$0.00	
	\$37.00	\$49.00				
<b>Total Cost for 700 Chromebooks w/Licenses</b>	\$227,500.00	\$190,365.00	\$142,289.00	\$160,776.00	\$153,748.00	\$154,301.00
<b>Stated Total</b>	<b>\$227,500.00</b>	<b>\$190,365.00</b>	<b>\$142,289.00</b>	<b>\$160,776.00</b>	<b>\$153,748.00</b>	<b>\$154,301.00</b>
<b>ALTERNATE # 1</b>						
<b>Make/Model</b>					HP Chromebook 32 GB P/N 3NV58UT#ABA	HP Chromebook 11 GS EE (Purchased after March 29,2019)
<b>Unit Cost Per Chromebook</b>					\$244.69	\$233.17
<b>Unit Cost Per G Suite for Education Device Management License</b>						
<b>Total Cost for 700 Chromebooks w/Licenses</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$171,283.00	\$163,219.00
<b>Stated Total</b>					<b>\$171,283.00</b>	<b>\$163,219.00</b>

Portage Public Schools

**#10669A - Fall 2019 Chromebook Purc**

Tuesday, February 19, 2019 @ 1:00 pm

	Vendor Name	OCEAN Inc.	KA Comp Solutions Inc	irew Tech Solutions Inc	Firefly Computers	Virtucom Inc	Trinity 3 Technology
	Address	Grand Rapids, MI	Chicago, IL	Freemont, CA		Norcross, GA	St. Paul, MN
	Contact Name	Nadeem Hamid	Fahad Rafique	Anita Vasantrai	Marissa Kolmer	Sean Beck	Jonathon Worre
	Contact E Mail	<a href="mailto:nadeemhamid@oceaninc.com">nadeemhamid@oceaninc.com</a>	<a href="mailto:fahad@akacomp.com">fahad@akacomp.com</a>	<a href="mailto:anita@ntsca.com">anita@ntsca.com</a>	<a href="mailto:mkolmer@fireflycomputers.com">mkolmer@fireflycomputers.com</a>	<a href="mailto:sbeck@virtucom.com">sbeck@virtucom.com</a>	<a href="mailto:jworre@trinity3.com">jworre@trinity3.com</a>
	Familial	YES	YES	NO	YES	YES	YES
	Iran Econ Act	YES	YES	YES	YES	YES	YES
	Legal Status Form	YES	YES	YES	YES	YES	YES
		Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price
Make/Model		Lenovo 100e	HP Smartbuy Chromebook 11A G6	Lenovo TS 100e	HP Chromebook 11 G6 EE w/ 3 Yr Warranty	HP Chromebook 11 G6 EE	Lenovo 100E N3350 w/ "Platinum Warranty"
Unit Cost Per Chromebook		\$216.84	\$263.97	\$214.00	\$210.00	\$226.80	\$269.00
Unit Cost Per G Suite for Education Device Management License		\$23.20	\$24.31	\$25.00	\$24.85	\$24.00	
		\$29.85		\$29.00			
Total Cost for 700 Chromebooks w/Licenses		\$188,923.00	\$201,796.00	\$187,600.00	\$164,395.00	\$175,560.00	\$188,300.00
<b>Stated Total</b>		<b>\$188,923.00</b>	<b>\$201,796.00</b>	<b>\$187,600.00</b>	<b>\$164,395.00</b>	<b>\$175,560.00</b>	<b>\$188,300.00</b>
<b>ALTERNATE # 1</b>							
Make/Model					Lenovo 100e Chrombook w/ 3 Yr Warranty		Lenovo 100E N3350 w/ "Gold Warranty"
Unit Cost Per Chromebook					\$213.00		\$249.00
Unit Cost Per G Suite for Education Device Management License					\$24.85		
Total Cost for 700 Chromebooks w/Licenses		\$0.00	\$0.00	\$0.00	\$166,495.00	\$0.00	\$174,300.00
<b>Stated Total</b>					<b>\$166,495.00</b>		<b>\$174,300.00</b>

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Portage Public Schools

**#10669A - Fall 2019 Chromebook Purc**

Tuesday, February 19, 2019 @ 1:00 pm

	Vendor Name	Tierney Brothers	Dell Marketing LP
	DHE Computers	Tierney Brothers	Dell Marketing LP
	Address	St. Paul, MN	Round Tock, TX
	Contact Name	Ben Kevern	Bryan Johnston
	Contact E Mail	benkevern@tierney brothers.com	Bryan_Johnston@ dell.com
	Familial	NO	YES
	Iran Econ Act	YES	YES
	Legal Status Form	YES	YES
	Unit Price	Unit Price	Unit Price
Make/Model	Lenovo DWS0N75691	CTL Chromebook J41	Dell Chrome 5190
Unit Cost Per Chromebook	\$211.75	\$245.50	\$245.00
Unit Cost Per G Suite for Education Device Management License	\$23.75	\$25.00	\$25.50
Total Cost for 700 Chromebooks w/Licenses	\$164,850.00	\$189,350.00	\$189,350.00
<b>Stated Total</b>	<b>\$164,850.00</b>	<b>\$189,350.00</b>	<b>\$188,850.00</b>
<b>ALTERNATE # 1</b>			
Make/Model			
Unit Cost Per Chromebook			
Unit Cost Per G Suite for Education Device Management License			
Total Cost for 700 Chromebooks w/Licenses	\$0.00	\$0.00	\$0.00
<b>Stated Total</b>			

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING  
FEBRUARY 25, 2019, 6:30 P.M.**

**Note Page**

**VII. Action Items**

4. National School Breakfast Week Proclamation

**Recommended Motion:**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board approve the National School Breakfast Week Proclamation, as presented.**

**PROCLAMATION  
NATIONAL SCHOOL BREAKFAST WEEK  
March 4 - 8, 2019**

**WHEREAS,** It is with great respect for the accomplishments of Portage's school food service managers, servers, cashiers, driver personnel and substitutes that we commemorate March 4 - 8, 2019 as National School Breakfast Week. This special observance presents an excellent opportunity to emphasize research outcomes that students who eat breakfast are more alert, have improved memory and problem solving skills, and perform better on standardized tests. We encourage all citizens to recognize the dedication and skill of our school food service employees; and

**WHEREAS,** Each day, a total of 25 food service employees prepare and serve over 1250 breakfasts a day. This is in addition to ordering, storing, and expediting each menu item to each location, adhering to food safety, sanitation, and nutritional guidelines as well as giving each customer the time and consideration to listen, hear and deliver what they are looking for each day. Fortunately we have exemplary professionals who have devoted their careers to providing high quality service to our children and staff; and

**WHEREAS,** On behalf of our young people, it is a pleasure to commend the women and men who accept and meet the challenges of school food service. The observance of School Breakfast Week is a welcome opportunity to thank these patient, caring, skilled public servants. Those involved in this pursuit should be very proud of their contribution to education. Now, therefore, be it

**RESOLVED BY THE BOARD OF EDUCATION,** That we proudly commemorate March 4 - 8, 2019 as the National School Breakfast Week, and we commend everyone who has contributed to the successful operation of our breakfast program. By working together, we can make a difference in every student's life.

Proclaimed this 25th day of February, 2019  
Portage Public Schools Board Of Education

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING  
FEBRUARY 25, 2019, 6:30 P.M.**

**Note Page**

**VIII. Discussion Items**

1. Recommendation for NHS Spanish Club Trip to Peru in 2020 (OP 2340)

Janet Johnstone  
*Coordinator of Instructional Services*  
Phone: 269.323.5140  
fax: 269.323.5141  
[jjohnstone@portageps.org](mailto:jjohnstone@portageps.org)

**TO:** Mark Bielang  
**DATE:** February 12, 2019  
**FROM:** Janet Johnstone/Dr. Michael Pascoe  
**SUBJECT:** Northern High School 2020 field trip to Peru

**RECOMMENDATION:**

I recommend the approval for Portage Northern High School's Spanish Club to travel to Peru, as described in the attached material. The trip dates are set for June 19-June 30, 2020.

**BACKGROUND:**

Heather Canenguez is proposing a student trip to Peru for June 19-June 30, 2020. They will spend 12 days out-of-country. The purpose is for the students to meet several language and cultural curriculum/educational goals as outlined in the attached. The families involved will be responsible for the cost. The students will not miss any days of instructional time. Chaperones will be a ratio of approximately 1 adult to every 6 students (number attending: 36).

I have reviewed this proposal and support it.

JJ/MP  
Attachments

The primary purpose of school approved student trips is to provide substantive curricular, co-curricular, and extracurricular enhancement not available in the local setting. It is not the intent of Policy #2340/AG #2340A to establish annual travel opportunities. Recognizing this purpose, consideration of trip approval begins with an evaluation of the special nature of the enrichment activities and the relationship of the trip's education goals to the curricular, co-curricular, or extracurricular activity.

If this trip requires Portage PS transportation, please be sure to submit a transportation request form along with a copy of this form to your principal for initial approval. These requests need to be submitted with **at least two (2) weeks notice**.

**International Trips:** If any duration of this trip is spent out of country, the request needs to be submitted with **at least four (4) months notice** to provide sufficient time to obtain all levels of approval. Please note that you may be asked to present your educational trip request to the Portage Board of Education.

### SECTION 1

<b>School</b>	NHS	<b>Group</b>	PN Spanish Club	<b>Date of Request</b>	1/28/2019 10:59:36	
<b>Start Date</b>	6/19/2020	<b>Departure Time</b>	8:00:00 AM	<b>Amount of Instructional Time Lost</b>	0 days - summer vacation	
<b>End Date</b>	6/30/2020	<b>Return Time</b>	8:00:00 AM	<b>PPS Transportation?</b>	No	<b>ASN:</b>

### SECTION 2

**Trip Destination:** Peru

**Educational Goal(s)/Purpose of Trip:**

5.1 Use of Language: Students use the language both within and beyond the school setting.

5.2 Personal Enrichment: Students show evidence of becoming life-long learners by using the language for personal enjoyment and enrichment.

### SECTION 3

<b># of Students</b>	36	<b># of Staff Chaperones</b>	6	<b># of Additional Adult Chaperones</b>	0
<b>Estimated Cost per Student</b>	\$3,600	<b>Estimated Cost of Trip</b>	\$3,600		
<b>Funds Provided by</b>	Private/Family, Fundraising	<b>Amount per Funding Source</b>	will depend on each family and their participation in fundraising.		

### SUPERVISOR/PERSON IN CHARGE

<b>Name</b>	Heather Canenguez	<b>Contact Phone #</b>	269-967-3639
<b>Signature:</b>	<i>Heather Canenguez</i>	<b>Date:</b>	2/4/19

**Reminder:** Attach any additional documentation if applicable (i.e., Itineraries, Benchmarks/Standards, Travel company contracts, etc.)

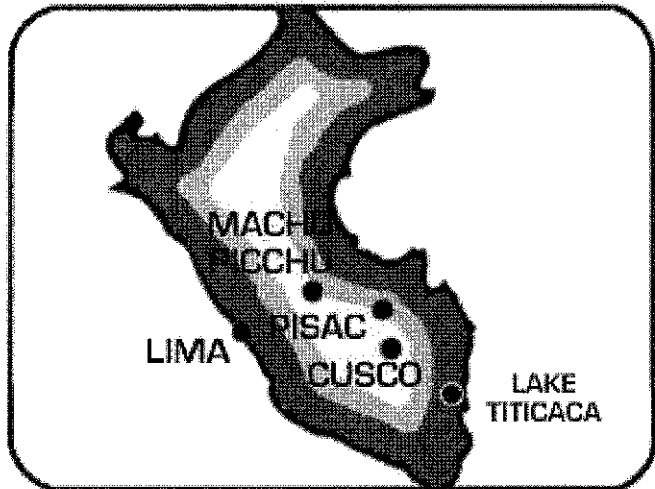
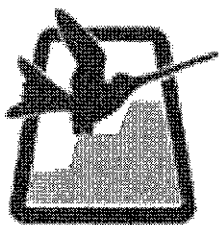
### Office Use ONLY:

<b>Principal Decision:</b>	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Disapprove	<b>Principal Signature:</b>	<i>James Etrench</i>	<b>Date:</b>	2-5-19
<b>Superintendent (or designee) Decision:</b>	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Disapprove	<b>Supt. (or designee) Signature:</b>	<i>[Signature]</i>	<b>Date:</b>	2-12-19

*Please start the ball rolling for approval.*

Principal/Office Staff: Route Trip request form and transportation request form (if applicable) to Instructional Services Office (Janet Johnstone) once completed.

# Peruvian Gold



## DAY FOUR - Sacred Valley

The Sacred Valley traces its winding, astonishingly beautiful course to the northwest of Cusco. It's easy to see why the Incas considered the valley as a special place. In the upper sector, the stupendous ruins of Pisac dominate the broad alluvial valley floor. Stroll through its famous native market before continuing to Ollantaytambo, a magnificent little town overwhelmed by a great temple-fortress that clings to the sheer cliffs across the river valley.

## DAY FIVE - MachuPicchu

Experience a fascinating train experience from Cusco to Machu Picchu. Your early morning rail trip and zig-zag bus ride up the mountain brings you to the wondrous outpost of MachuPicchu, a remote fortress city abandoned by the Inca. Machu was reclaimed by the jungle and hidden from view until it was rediscovered in 1911. With altars, temples, staircases, and terraces, this is one of the world's most extraordinary sacred sites. Tonight's dinner is with your host families.

## DAY SIX - Cusco/ SOMOS humanitarian *InterAction*

Participate in our exclusive **SOMOS** humanitarian total experience. You'll receive a list of the most needed items and visit a local "super", where you'll have an opportunity to purchase those supplies (budget \$15 each). Complete your SOMOS experience as you interact with the children while painting, gardening, etc.

## DAY SEVEN - Shopping / Options

Bargain for your favorite souvenirs and have fun with Interact's exclusive online Guided Adventures. Optional (additional fee) full group excursions include rafting (\$95) or a ½ day visit to Choco Museo (\$35), where you'll make your own chocolate.

## DAY EIGHT - Pre-Inca Ruins / Arrival Puno 2 Nights

Farewell to your host family. Early morning transfer to the MER Terminal to catch your tour bus to Puno. During the trip you will have lunch and visit many archeological ruins on the scenic drive, such as the pre-Inca Pukara and Raqchi as well as the colonial church of Andahuayillas. Dinner is in your Puno hotel.

## DAY NINE - Lake Titicaca

Early morning boat ride on Lake Titicaca. Visit the Uros Floating Islands. Upon arrival, you will witness a demonstration of how the islands were built as well as interact with the locals and view cultural traditions. Continue to the Island of Taquile, where you will meet weavers and knitters. After lunch, take a short walk to the lookout point, where you can appreciate the beautiful views of the lake and the surrounding mountains. On your return to Puno, your guide will explain some interesting facts about the lake and recount stories of the lake's history.

## DAY TEN - LIMA / USA

Depart Puno/Juliaca for your connecting flight in Lima. Transfers and/or touring are based upon available time and traffic conditions. Lunch and dinner are on your own today. The airport food court is always open. Later, board your overnight international flight to the USA, arriving on day eleven.

## DAY ONE - International Flight to Peru

International flights arrive in the evening. Interact's Foreign Representative will greet you in the airport lobby. Transfer to your Lima-Miraflores hotel.

## DAY TWO - Cusco Homestay / Stargazing

Flight to Cusco, the archaeological capital of South America. The Incas called this place "the Navel of the World." It's a picturesque location with all homes bearing red-tiled roofs by law. Meet your host families. Later, explore the vibrant Plaza de Armas, surrounded by historical landmarks, shops, and restaurants. Conclude with a fascinating evening visit to the unique planetarium, where you'll learn how the Inca interpreted the stars and southern skies constellations. Weather permitting, conclude with an amazing stargazing experience through professional telescopes.

**CUSCO HOMESTAY:** live with host families who live in middle class residential neighborhoods, approximately two miles from the Centro Historico. Homes are American-style and are more comfortable than most can imagine. Host families are interviewed, carefully selected and monitored by our resident director. Everyone speaks Spanish in the homes. Students share with one to three other group members of the same general language ability.

## DAY THREE - Cusco City & Surroundings

Your Cusco City Tour visits the most important sites in and around Cusco. Explore Koricancha, the Temple of the Sun, the most important building in Cusco during Inca rule. Then, visit the Cathedral, home to over 300 paintings from the colonial era. Next, drive to the fortress of Sacsayhuaman overlooking the city. Here you have the opportunity to take some great pictures of the city and valley below. Continue to the smaller sites of Tambomachay, Qenq'o and Puka Pukara. Conclude with a visit to an artisan shop with artwork, handmade Alpaca sweaters, blankets and typical souvenirs.



### 11 Days / 10 Nights

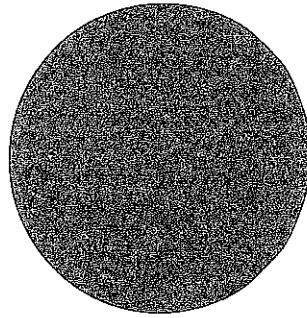
Lima	1
Cusco Homestay	6
Puno Hotel	2
Overnight flight	1



### GROUP MEALS

All meals are included from breakfast on Day Two through breakfast on Day Ten.

Updated 2019-20



# **INTERACT**

**¿PREGUNTAS?**

**Student Booklet**

**Preparation   Policies   Enrollment Form**



# INTERACT TRAVEL INC.

2207 Velp Ave • Green Bay, WI 54303

Homestay has encouraged many students to improve their Spanish. Over 95% had an OUTSTANDING experience.  
Monica Lentz, WI

Our singular purpose is serving Spanish Teachers and their students currently enrolled in grades 6-12. Interact was founded by a former Spanish Teacher in 1983. Today, Interact is still owned and operated by the same family, assuring a continuous commitment to the company's original goals.

We proudly serve over 500 schools nationwide, with the majority located throughout the Midwest. We are a family-owned business. Interact is a financially secure and stable organization. Our headquarters is located near historic Lambeau Field in Green Bay, Wisconsin. We work exclusively with reputable and respected foreign tour companies headquartered in Spain, Mexico, Central America, South America, and the Caribbean.

We maintain the maximum amount of bond as required by the Airline Reporting Corporation. All tour funds are held in escrow. We maintain professional liability coverage. Plus, we are members in good standing of the Howard-Suamico Chamber of Commerce. Everyone is welcome to check us out by calling the Better Business Bureau.

Those who select us believe strongly in middle class values, common sense, responsibility, and accountability. The majority of our participants are from smaller communities where the opportunity to visit a foreign country is viewed as a privilege, not an expectation.

Our office staff is characterized by professional leadership combined with personalized attention. We answer the phone personally, travel to foreign language conferences, assist with school orientations, and frequently greet teachers in the foreign country.

Furthermore, we have created all the programs offered in our teacher catalogue. Each program is proprietary and an Interact original. Our professional staff have visited the foreign countries, stayed in the group hotels, eaten the group meals, and lived with the host families. Equally as important, our entire professional staff know and love what we're doing. We offer competitive student fees without sacrificing the quality of services.

## What's included?

- International flights on major full-service carriers
- Roundtrip airport transfers abroad
- Modern charter motorcoaches
- Motorcoach luggage allowance of one checked suitcase and one carry-on bag
- Hotel accommodations (2 star or better with private bath) based on 4 students per room (3 in Spain and Peru)
- Group meals as specified in each itinerary
- Homestay accommodations and meals as specified in each location
- Admission fees for scheduled touring
- Inter-city travel as listed
- Full professional staff support throughout: bilingual guide and/or homestay director and/or bilingual courier
- Customary Tips to guides, couriers, and charter bus drivers
- Reimbursement for Guided Adventure expenses.
- The following taxes are also included: U.S. Departure Taxes, Foreign Airport Taxes which can be included in the airline ticket, Passenger Facility Taxes, Security & Customs Taxes, Hotel &/or Food taxes
- Tips for group meals and standard maid service

## What's not included?

- Airline imposed luggage charges
- All items of a personal nature including but not limited to: souvenirs, phone charges, wifi, special diet requests, laundry, watersports
- Travel insurance
- Medical or emergency cancellation insurance
- Luggage handling
- Hotel surcharges for double or single rooms
- Beverages (other than offered) with group meals
- Fees for obtaining legal travel documents such as passports and visas
- Fluctuations in rate of foreign currency exchange
- Expenses caused by airline, bus or train scheduling or delays
- Mandatory new or increased fees/taxes/fuel or other surcharges (if any) levied on airline tickets, bus travel, at points of entry/exit by U.S. or foreign governments, municipalities, or administrations
- Transfers (if any) between airports within the United States
- Roundtrip transportation from your hometown to the international gateway city
- Foreign Airport Taxes which must be paid on site
- Any activity listed as option or optional means that the activity is available but at additional cost

# GROUP SUPERVISION & SAFETY

I thank you for putting this together and keeping our children safe while letting them have a learning experience of a lifetime!  
Nicole Cadena, IA

Our primary concern has always been and will always be the welfare of our students. Proper group supervision and safety are the two most important provisions of student group planning.

**What are Interact's most important group supervision and safety provisions?**

The greatest potential for a problem with student group supervision and safety would occur at night and dominantly where alcohol is readily available. Please review the Agreement on page 12 (particularly items #1 and #2). You will find that Interact has addressed the most critical issues in a forthright manner.

**Great. But how does Interact know that students won't break the rules?**

Interact doesn't. No one does. However, Interact's foundation is built upon mutual trust. Interact's excellent reputation has been earned over the course of four decades. Working together, Interact has stood the test of time. Essentially, if a parent doesn't trust their son or daughter, they should not allow them to participate.

**What about supervision in the foreign country?**

Naturally, the Organizing Teacher and Official Assistants have primary responsibility for supervising their students and enforcing Interact's written policies. Interact incorporates complimentary travel to Spanish Teachers in exchange for their extensive educational leadership, their hard work, and their valuable supervision that they provide to your sons and daughters. Complimentary should never be misconstrued with free.

Furthermore, a bilingual guide, courier or homestay director are available for assistance throughout. Interact wants you to know that foreign staff ensure a well-planned, secure program but are not responsible for interpreting or enforcing Interact's written policies.

In the event that an infraction, however rare, occurs, the Organizing Teacher or designated Official Assistant, contacts Interact directly around-the-clock.

**Is there a Travel Advisory for my country?**

Yes, the US State Department maintains a Travel Advisory for every country worldwide. This system was implemented in early 2018. Country Advisories range from Level 1 "Exercise Normal Precautions" to Level 4 "Do Not Travel". The State Department reviews and updates Travel Advisories based on security and safety information.

**What if something unexpected happens?**

An Alert is issued by the U.S. Embassy or consulate abroad. U.S. Embassies and consulates abroad issue Alerts to inform U.S. citizens of specific, temporary conditions in a country, such as demonstrations, union strikes, and weather events.

**Is an Alert the same as a Level 4 "Do Not Travel"?**

No. An Alert is not an Advisory. The Alert is removed or revised when the temporary condition has been resolved or has ended.

**When will Interact cancel a planned program?**

Interact will cancel a program if the State Department revises its respective Country Advisory Level #1-#3 to Level #4. In the absence of Level #4, Interact will operate - or modify - your program. Regardless, all Interact policies remain in effect. In the event that an alternate destination is available and can be confirmed, Interact will inform everyone with specifics.

**In the event the State Department issues a Level 4, are the deposits refundable?**

Interact cannot assure or insinuate that any refund, either partial or full, will be available. Interact works on behalf of their groups.

**How can I protect our deposits?**

This is an insurance issue. Interact strongly recommends the purchase of an optional "Cancel for Any Reason" travel insurance policy. Reivew Page 7 before you enroll.

We appreciate your going the extra step to help us make the trip the safest, most responsible, and enjoyable.  
Beth Vander Wilt & Amy VanDerMeer, IA

## CODE OF CONDUCT

Your team is GREAT!!! Best customer service around! When I call, I get a real person; when I email, I get a response VERY quickly! I can't say enough great things about the Interact team!!!!  
Kris Campos, TX

Interact has the right, exercisable in its discretion, to cancel any student's participation in an Interact program, without refund or advance notice, if the student engages in any conduct that Interact deems harmful or detrimental to the Interact program or a danger to the health, safety or welfare of the student or any other participant in the Interact program, including, without limitation: (a) smoking, chewing, vaping tobacco, or electronic cigarettes; (b) possessing weapons of any kind or nature; (c) possessing fireworks or firecrackers; (d) engaging in body piercing or tattooing; (e) engaging in sexual conduct or inappropriate displays of affection; (f) being present in any bars, discos or other establishments that serve alcohol unless accompanied by the Organizing Teacher at all times during such visit; (g) violating curfew; (h) committing a crime or otherwise violating any law of the jurisdiction in which the student is present; or (i) violating any reasonable rule or regulation established by Interact, the Organizing Teacher or the Homestay Family. Interact reserves the right to deviate from or modify the Code of Conduct on a case-by-case basis.

## TRAVEL DOCUMENTATION

Are there any passport deadlines?

Yes, absolutely.

1. Participants must have their valid passport in their possession a minimum of 5 months prior to departure: for spring travel, September; for summer travel, January.

**IMPORTANT:** If you already have your passport, you should be aware that your passport will need to be valid for a minimum of 6 months following your return to the USA.

2. The Organizing Teacher collects copies of passports and submits them 125-days prior to departure: for spring travel, October; for summer travel, February.

Is there anything else we should know?

Yes. Interact recommends that each group leave one set of passport copies at home with a designated adult and carries one set abroad.

Interact also wants you to be aware that regulations are subject to change without notice. Each participant is responsible for obtaining, submitting, and carrying their own passport. If you are not a U.S. Citizen, it is your sole responsibility to contact the appropriate consular office for proper documentation.

## MAJOR CARRIERS

Interact confirms student groups on major airlines. Interact does not book no-name, no-frills charter airlines. Group preparation is distinctly different from booking tickets online. Major airlines maintain and mandate their own policies and negotiated group rates. Airlines also confirm routings and flight times. Requests for specific airlines or flight schedules would result in a substantial increase in the published student fee. Interact does not guarantee non-stop or single plane service or any particular flight schedule. Interact cannot guarantee airline seat location or special meal requests. Interact does not accept or redeem frequent flyer miles, coupons, nor does it accept responsibility for frequent flyer mileage accrual.

## DEPARTURE DATE

When do we know our departure date?

The specific departure date is confirmed approximately four months prior to departure. If you're traveling in spring, the specific departure date is confirmed in October. If you're traveling in summer, the specific date is confirmed in February. Regardless, we recommend that you retain travel flexibility because, although rare, airlines may cancel or change service that affects the departure date.

## ROOMMATES

I was so proud of my kids. No behavior issues, no illnesses, no problems at all. They really stepped outside their comfort zones with all the things they encountered. All the adventures, food, and interactions will be memories they can carry the rest of their lives. Thanks to all involved. It was a great trip!  
Matt Ford, MI

**Can we select our own roommates for hotels and homestay?**

Yes, of course. Your Organizing Teacher submits rooming preferences 125-days prior to your departure. If you're traveling in spring, October; if you're traveling in summer, February.

Student roommates must be of the same gender, even if you're related - no exceptions. Single rooms are not available for students.

**Can we change roommates?**

No changes are allowed either prior to departure or after arrival in your foreign destination. Revisions are made only when they pertain to a cancellation without replacement.

## HOTELS

**We assume we each get a room key, correct?**

Not correct. A major cultural difference occurs here. Foreign hotels give only one key per room, regardless if the room is a single or a quadruple. Always leave the key at the front desk. If someone forgets it, you'll need to tip the porter or maid \$5 US for opening your room. Lost key charges of \$50 or more could apply.

**Do we each get our own bed?**

It's possible but it cannot be guaranteed. Expect to share beds, particularly in Latin America. At times, double beds may seem small compared to USA standards. However, if there are two pillows on a bed, it is considered a double.

**Do we stay on the same floor of the hotel?**

It's possible but it cannot be guaranteed. Hotels assign rooms, not interact.

**Who cleans our room?**

Hotel maids. Tips for daily service have been included and prepaid. Always place small odds and ends in a drawer or your locked luggage; foreign maids will frequently throw them away if you don't.

**Do we get unlimited towels?**

No. This is another cultural difference. Foreign hotels supply one towel per person per day. The majority of foreign hotels do not supply washcloths.

**Who does my laundry?**

You do. Smart travelers pack a piece of clothesline for drying clothes in the bathroom. Never lay wet clothes on wood surfaces or on top of the furnishings. You might damage hotel furnishings and you'll be responsible for any damages.

## SPECIAL DIETARY REQUESTS/ALLERGIES

**How do I submit a request?**

Give a specific list to your Organizing Teacher, who will submit requests from enrollment through 125 days prior to departure: for spring travel, October; for summer travel, February. Include as many details as possible. If the diet or allergy requirements are medically required, the student shall attach a physician's note to the request. Requests are forwarded to our country coordinators and suppliers.

**What if I forget to submit my request?**

Requests cannot be accepted after the 125-day prior deadline has passed.

**Is there anything else I should know?**

1. Obtain and carry a copy of the restrictions in Spanish.
2. After arrival, remind staff, such as the homestay director, homestay family, hotel administration and any provider supplying the meal.
3. Carry pre-packaged food items or cash to purchase food or special meals directly, if necessary.



## SPENDING MONEY

**How much spending money should we bring?**

The typical student brings an average of \$50 per day for personal spending money. Budget an additional amount for the unforeseen.

**How should we exchange money abroad?**

While every method has positives and negatives, most of our groups prefer to carry debit or credit cards. In general, you'll get more in return by exchanging larger sums. Check with your financial institution to assure that whatever you choose will be available abroad.

**Should we exchange money in advance?**

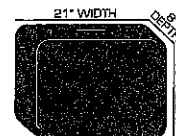
At your discretion. You may want to exchange in advance if your arrival is on a weekend, major holiday, or during religious observances such as Semana Santa, when money exchange can be limited and difficult. Interact does not incorporate time for a full-group money exchange upon arrival in the foreign airport or during the first full day abroad. Specific foreign currency information is available from our **ONLINE TEACHER RESOURCE GUIDE**.



## LUGGAGE, PACKING & PROPER DRESS

**How much luggage is allowed?**

One main bag plus one carry on. Size and weight of bags are subject to airline and tour bus restrictions: 40lb. for the main bag with 62" total dimensions (add the height plus width plus depth). Carry-ons are 40 lb with 45" total dimensions. Checked luggage fees and mandated airline fees are not included and are paid directly to the airline.



**What if we bring additional luggage or oversize bags?**

Charter motorcoaches only have room for one regulation size bag per participant. Participants who carry oversized bags and/or additional luggage will be denied motorcoach boarding and the Organizing Teacher will be required to accompany you in a taxi transfer at your expense.

**Any packing hints or secrets?**

1. Keep your luggage locked at all times (use TSA-approved locks).
2. Make sure your footwear is in good condition, waterproofed and well broken in. Wear shoes that are sturdy, with non-slip soles.
3. Pack enough clothing and personal essentials in your carry on so you could "survive" for several days in the event of loss or delay.
4. Outlet adapters are needed for most countries.
5. Use an indelible marker to print your name & address inside your luggage.
6. Keep a separate list, with receipts, of what you pack. You'll need it for insurance claims in the highly unlikely event that the airline would lose your bag.
7. Leave all valuables and keepsakes at home! Smart travelers wear only inexpensive costume jewelry and watches.

**What should we wear?**

Spanish-speaking countries are traditionally more conservative than ours. When visiting churches, shorts or inappropriate clothing are prohibited by church authorities.

Jeans are acceptable and are a smart choice inland. You'll be a great "ambassador" of your family, school, and community if you refrain from wearing shorts in the city. Cut-offs and revealing or ragged clothing are always considered inappropriate. As part of our group security, if your teacher, Interact guide or Interact Staff believes that your appearance or clothing will draw unwanted attention to your group, you'll be required to change. Within the hotel, students may not go barefoot or shirtless anywhere outside their rooms.

**What if we lose something?**

It is your sole responsibility to recover lost items and pay respective recovery fees. Our most common losses involve leaving personal belongings on the bus or in the hotel room. Although Interact is not responsible for locating lost property, we will assist in the process whenever possible.

## HEALTH

I have been hounded by various travel companies, both at home and at school. THANK YOU for not being aggressive and taking up my valuable personal time to push your company. Thanks also for being honest and up-front. I know that what I see is exactly what I'll get.  
Heather Huegel, IA

**Any basic health hints?**

Always wash your hands before eating. Be sure to pack towelettes or waterless hand sanitizer.

**What about illness?**

Although it can occur, it has been rare. A high percentage of the illnesses that you hear about may be linked to excessive alcohol consumption or stress caused by being unprepared for the cultural differences.

**Are any vaccinations required?**

Interact is not aware of any required vaccines. If we are advised otherwise by our government, you are assured that we would contact Organizing Teachers in a timely manner. Health organizations or family physicians commonly make "recommendations", which are not the same as a requirement. It is the sole decision and responsibility of each family to follow any such "recommendation".

## HEALTH INSURANCE

**Should we have health insurance?**

Yes, many students are already covered by their parent's health insurance coverage. Ask your insurance provider "If our son/daughter would require medical care abroad, will you provide reimbursement if we present receipts after return to the USA?" If not, you can purchase it from the company of your choice. Health coverage is frequently included in Travel Insurance Plans.

**Are medical cards accepted abroad?**

No. Cash or credit card are required and payment must be made directly. Keep your receipt and file for reimbursement upon return to the USA.

## COMMUNICATION

### PRE-DEPARTURE

Whenever there are pre-departure questions or concerns, parents and students will contact the Organizing Teacher first. If the Organizing Teacher is unable or unavailable to answer the question, please contact Interact by email: [interact@interact-travel.com](mailto:interact@interact-travel.com). Interact will respond in a timely manner and will include copies of all communication to the Organizing Teacher.

### ABROAD

Individual communication, including the use of interpersonal communication devices or social media, inhibits the student from assimilating and experiencing the foreign culture. Posting information during your visit abroad is viewed as a security concern. The Organizing Teacher and Official Assistants are with students daily and maintain proper group communication.

If any situation occurs, the following system shall be followed:

1. The student informs the Organizing Teacher of the student's concern or issue.
2. The Organizing Teacher attempts to resolve the student's concern or issue. Students are strongly discouraged from calling home, including cell phone calls, prior to notifying the Organizing Teacher and allowing the Organizing Teacher to attempt to resolve the matter.
3. If the Organizing Teacher is unable to resolve the concern or issue, the Organizing Teacher shall inform Interact's foreign representative (i.e. guide, courier, or homestay director). If necessary, the Organizing Teacher or Interact's foreign representative will contact our Green Bay office.

If an emergency occurs and a parent needs to contact the student, the parent should call the Organizing Teacher, not their son or daughter. An emergency means that the student must return home immediately. Before calling the Organizing Teacher, please review the itinerary. There are instances where communication may be difficult or impossible: overnight train rides, bus rides in the mountains, overnights at jungle lodges, etc. Emergency contact information should be given to parents by the Organizing Teacher at least five (5) days prior to the student's departure. If you have not received emergency contact information at least five (5) days prior to the student's departure, please contact the Organizing Teacher as soon as possible.

Great support as always. Helped so very much to ease the transition when we had to change Official Assistants one month out.  
Jody Ziemann, WI

## CANCELLATIONS & SERVICE FEES

### Are there non-refundable and non-transferable fees?

Yes. The operation of international student programs requires extensive long-term planning and costs are incurred far in advance of the actual departure date. Interact does not charge those who travel with us for the administrative costs of those who cancel. If you cancel without finding a suitable replacement, your initial deposit is non-refundable and non-transferable. All non-refundable fees and deadlines are clearly listed on page 12.

### Are there service fees?

Yes. Group processing enables Interact to retain our competitive and affordable student tour fees, without sacrificing the quality of services. Service fees offset the costs incurred that require additional administrative preparation for individuals.

\$100 service fees are assessed for: \*missing signature on a check or enrollment form\* personal check not made payable to Interact Travel \* refunding an overpayment \*request for reinstatement \*a passport copy that is received late.

## OPTIONAL TRAVEL INSURANCE

### Is travel insurance included?

No. However, optional travel insurance is **STRONGLY RECOMMENDED**.

There are generally three types of policies offered by insurers: basic, mid-level, and premium, with coverage and prices increasing accordingly. There are policies that allow you to "cancel for any reason".

Policies that allow you to "cancel for any reason" give you the most flexibility and the best option to back out over international travel concerns or unforeseen local conflicts such as school sports tournaments or family gatherings. Usually, this benefit is an additional charge on the plan. It doesn't matter why you want to cancel your trip - you just can. Regardless the reason, if you are outside 72 hours before the trip, you can cancel.

Prepare early. As soon as you have submitted your enrollment and deposit, start comparing travel insurance plans.

## ADULT PARTICIPATION

### Can adults participate?

Adult oriented activities are not part of our planning. Interact's programs are not suitable for adults who have difficulty walking at a very brisk pace, who are not capable of carrying their own luggage, who are not able to eat foreign food, or who require special assistance or attention.

Adults can enroll only if the itinerary is all-hotel and the Organizing Teacher specifically invites adults.

The adult agrees to:

1. Support the Organizing Teacher in any and all travel matters which may occur during the trip.
2. Serve as a role model by remaining alcohol-free and smoke-free for the duration of the tour.

### What is the adult fee?

The adult fee is the student fee + \$450. The adult fee includes 1/2 of a double room to be shared with another adult participant. Single rooms are not available. Interact is not responsible for finding a suitable adult roommate. Adults are not allowed to room with students, the Organizing Teacher or the respective Official Assistants. The \$450 adult fee is non-refundable and non-transferable and is submitted with enrollment (\$900 deposit due with enrollment.).



## SPECIAL FLIGHT OPTION (MUST BE 21)

**Can I return later?**

No. Participants are required to fly roundtrip, unless they are 21 years of age or older. The self-explanatory Special Flight Option form can be downloaded from our website.



## PRACTICALITIES

**Does a bilingual guide accompany our group?**

In Latin America, yes. In Spain, the bilingual person who accompanies your group is a courier; local bilingual guides are prearranged for all historical visits.

**Are tours narrated in Spanish or English?**

When schools are combined to form a tour group, narration will be eclectic. Schools with a private bus can request their preference at time of enrollment: immersion or eclectic.

**Are seats assigned on the tour bus?**

No. This is arranged at the discretion of the Organizing Teachers. When schools share a tour bus, they usually agree to rotate location or assign seats.

**Can we take photos or videos anywhere we want?**

No. Please use discretion and show respect for the people. It's their country and you're their guest. Act accordingly. Flash pictures are prohibited inside museums and churches. Certain museums and touring sites charge a fee for taking photos or videos.

**Will there be "down time"?**

"Down time" is inevitable in group travel. Expect times when you simply have to wait for the group to be checked in at an airline or hotel. Be prepared, bring a book to read, write in your journal, or simply rest.

**Will there be "free" time during the hotel portion of our program?**

Normally, either your Organizing Teacher or one of your Official Assistants will accompany you. If they do not, all activities must be pre-approved in writing by the Organizing Teacher or an Official Assistant. They must know who is in your group of three or more, specific destination, departing time, and return time.

**Does Interact arrange optional beach activities?**

No. Interact does not plan or sponsor any beach activities in any way or manner. Those who participate in beach activities are advised to use common sense. If you don't have a valid drivers license, you shouldn't rent any type of motorized vehicle. If you have never operated a jet ski before, the foreign country is not the place to start. Participants accept full risk for any damages or injuries.

**PREPARE PROPERLY:** Students must have prior experience or proper training in the United States before being allowed to participate in that activity in a foreign country.

Traveling with students validates why I teach Spanish in the classroom. Providing students the opportunity to reinforce their learning of Spanish while opening their eyes to literally a world of possibilities is so important to me as an educator. You easily earned my trust in helping me to provide my students with these opportunities, while making me feel very cared for before and during each trip that I have planned with Interact.  
Gabrielle Giuliano, IL

Every time I had an office need everyone was wonderful and efficient I have nothing but positive things to say which is a large part of why I continue to use Interact every time. I just finished my 4th trip with your company.  
Jennifer Ries, IA

# HOMESTAY PARTICIPANTS

The SOMOS humanitarian interACTION was amazing. Our students were able to communicate with children of all ages. Phenomenal!  
Jackie Lemire, WI

## Who selects host families?

Our homestay programs originated in 1986. Interact interviews and selects experienced reputable organizations and individual directors who understand our policies and believe in our philosophy and the immeasurable value of a homestay program. Local directors interview, monitor, and assign students-families. Directors maintain around-the-clock communication with both the Organizing Teachers and our Green Bay office. Here's a summary of each homestay:

### **SPAIN : Multiple Cities**

Our most popular homestay cities include Avila, Salamanca, Segovia, Alcala de Henares, Toledo, Granada, Zamora, Bilbao, and Sevilla. All were originated and continue to be supervised by Linguatur, founded in 1971 by Juan Hernandez and family. Each city has its own dedicated native director. Homestay suitable for senior high school students.

### **COSTA RICA - La Guacima:**

Manuel & Clara Cambronero and family have offered this homestay since 1994. The Cambronero family and all the host families live in La Guacima, Alajuela. In this authentic town, everyone speaks Spanish.

### **MEXICO : Merida Yucatan**

Enrique & Rosario Cardenas and family have coordinated our Merida homestay since 1989. Enrique taught at the Technological Institute and earned his Masters degree from Michigan State. Host families are located in the modern Paseo Montejo prolongation ("suburb") area.

### **PANAMA : Altos de Betania**

Marianela Valverde founded ILERI Language School in 1994. ILERI is a small, friendly school located in Altos de Betania, a residential community that is only 5 minutes from Parque Natural Metropolitano.

### **ECUADOR : Quito & Cuenca**

Simon Bolivar was founded under European and Ecuadorian management, Kjetil Haugen and Luisa Cordova, in 1994. The school is officially registered and authorized by the Ministry of Education.

### **PERU : Cusco**

The Santisteban family founded Excel Language Center in 1980. Excel is recognized and accredited by the Ministry of Education in Peru.

### **GUATEMALA : Antigua**

Mario Castellanos founded Tecún Umán in 1983. It has earned a reputation as one of the best schools and is recognized by the Ministry of Education and by INGUAT, the Office of Tourism of Guatemala.

### **ARGENTINA : Buenos Aires**

COINED was founded in 1971 and, today, offers language study-homestay throughout Latin America. Its high school program is unique and provides a total cultural experience in Buenos Aires, commonly referred to as the "Paris of South America"

### **DOMINICAN REPUBLIC : Santo Domingo**

Under the leadership of Severino Polanco, Centro Guanin was founded in 2001. Centro Guanin is known for its equality, brotherhood and spirit of sharing. Dominicans are internationally renowned for their beauty, hospitality, genuine warmth, charm, and mile-wide smiles. Students stay with families in quiet middle class neighborhoods. All transfers are provided..

Really, homestays could not have been better – and those were the worst part of my trip last time with another organization. My impressions were that Interact was very organized. I'm glad we put two students in a home together. That is certainly a strength to the Interact homestay feature. Absolutely two thumbs up!  
Karen Tritt, KS

Homestay families were great. We couldn't ask for nicer people. They took good care of our students.  
Kim Ficele-Bowen, WA

## HOMESTAY TOURING SCHEDULES

**Does our Organizing Teacher serve as our tour guide?**

No. Tours are operated by reputable, bonded foreign tour companies who understand and respect Interact's philosophy and policies.

## HOST FAMILIES

**Do we speak Spanish all the time in the home?**

Of course. The key is communication, not perfection. You'll speak Spanish with your host family and your roommate. Have fun, use gestures, keep a notebook and dictionary at your side.

**How many students stay with each host family?**

Two, although this may vary depending upon the specific city and date of travel. Student roommates must be of the same gender, even if they're related. The Organizing Teacher will have more information concerning living arrangements with host families.

**Do we stay with middle class families?**

Yes. Middle class USA is not the same as middle class abroad. Middle class characterizes our country. We are the wealthiest middle class country in the world. Unfortunately, we frequently fail to recognize this. Part of your experience is to experience life in another culture; enjoy those differences. The more you commit yourself to absorbing the foreign cultures, the more you'll benefit from the experience.

Each homestay location has its own culture and personality. Your teacher will have more details about your specific location. Some are in smaller cities or quiet countryside locations while others are more cosmopolitan. Your homestay experience is short-term but high impact. For a few days, you'll have an opportunity to immerse yourself in a different culture. The overwhelming majority of participants have had a positive experience and many have formed lifelong bonds with their host families.

**Do all families have teenagers or children?**

No.

**Do many families have teenagers or children?**

Yes, but not necessarily teenagers. The majority have younger children and it's not unusual to have older family members staying at home.

**Are our host families trained as tour guides?**

Of course not. This is the greatest misconception about host families. You will be treated as a member of the family and will share in normal family activities. Host families are not responsible for entertaining you. For some families, watching TV is their favorite activity.

**Are homes located close to one another?**

Sometimes, but do not expect this - it can lead to unnecessary disappointment and undue worry. All homes are safe and secure.

**Anything else?**

Yes. Many host families will be more sensitive than what you're accustomed to. Be sensitive to their feelings and customs and practice extreme politeness. Responding negatively to an invitation and expressing disgust or dislike towards aspects of your host family's culture is considered rude.

A HUGE thank you to all of you at Interact for again providing us with a wonderful trip and the opportunity to travel. I am beyond blessed to have a job in which I "have" to take a trip every two years. You are all skilled at what you do, and I constantly remind the nervous parents that you would not be able to make this your family's business if you weren't as good as I say you are! We are already planning for our next trip!  
Wendy Bixby, WI

# HOMESTAY FREQUENTLY ASKED QUESTIONS

- Should we bring a gift?** It's a wonderful gesture although it's not required or expected. If you do, bring an inexpensive, easy-to-pack, unbreakable gift that is appropriate for the entire family. Please do not bring age or gender specific gifts. Every family member may not be at home during your visit. History books are appreciated about your city, county or state. School, university, or professional sports logo items such as mugs, plates, or towels have been popular.
- Will we see our Organizing Teacher during homestay?** Yes, daily. Teachers accompany throughout. Additionally, in the unlikely event of an emergency situation, your homestay directors maintain around-the-clock communication with your teacher.
- Does the Organizing Teacher participate in homestay?** Generally, yes. In some locations, teachers may stay in a guest apartment or nearby hotel. Regardless, the Organizing Teacher and Official Assistants maintain the same high quality, daily contact with their students.
- Will my family eat together?** Generally, yes, meal time is more leisurely and more social than what we're accustomed to in our country. However, a lot depends upon the specific country, local customs, and touring schedule. In some locations, both parents work and both may not be home for each meal. As an example, in Spain, families are accustomed to eating dinner after 10pm. Because our students are there for only a few days, it is nearly impossible to make this cultural adjustment and remain healthy; therefore, it's common for Spanish families to serve the student dinner at an earlier hour.
- What if my host family offers wine or beer with the meal?** Host families receive a copy of our policies in Spanish and agree to abide by them. However, if this should ever occur, politely tell them "no, gracias." That should be the end of the situation. If it is not, contact your Organizing Teacher immediately so that the situation can be addressed and corrected.
- Will we need our own towels?** 95% of your host families provide them. Regardless, we recommend that you bring your own. Washcloths are virtually unknown outside of our country.
- Will my host "MOM" pick up after me like my real "MOM"?** No way. You are expected to keep your room clean and tidy. Ask for guidelines before washing clothes in the sink or tub. Certain detergents will damage the plumbing.
- Is there anything else that will help me prepare better?**
1. Many host families work Monday-Saturday. This means access to your home may be limited during the day.
  2. Because the majority of our participants live in the Midwest, we're not accustomed to the tropics. Those who live in tropical areas such as Florida, California, and Arizona are used to seeing chameleons in their homes (you'll even find them in luxury hotels). Please understand that chameleons or tiny tropical insects are part of the tropics - they are not a sign of uncleanness.
  3. Take fewer showers (or baths) before departure. Take a cold shower or two.
  4. Keep a personal journal.
  5. Each school should consider keeping a group journal.

Our last trip was absolutely amazing. It was my first with a host family and it was so much more incredible that way! I got to have deeper and real conversations with my hosts about everything under the sun in a way that pulled me out of the "tour group guy" and made me more like "serious international traveler ready to devour knowledge guy."  
Jeff Gerenscer, WI

# IMPORTANT INFORMATION

## AGREEMENT & RELEASE (the "Agreement")

1. I AGREE TO RELEASE, DEFEND, INDEMNIFY AND HOLD INTERACT TRAVEL, INC. ("ITI") AND ITS AGENTS AND EMPLOYEES, MY LOCAL SCHOOL AND SCHOOL DISTRICT, AND THE ORGANIZING TEACHERS AND/OR OFFICIAL ASSISTANTS HARMLESS FROM ANY AND ALL CLAIMS, LOSSES, DAMAGES, CAUSES OF ACTION, COSTS AND EXPENSES (INCLUDING REASONABLE ATTORNEYS FEES AND OTHER COSTS OF LITIGATION) ARISING FROM OR IN ANY WAY CONNECTED WITH: (A) MY PARTICIPATION IN AN ITI PROGRAM, (B) MY BREACH OR VIOLATION OF THIS AGREEMENT, OR (C) ANY ACT OR OMISSION THAT I COMMIT OR ENGAGE IN WHILE PARTICIPATING IN AN ITI PROGRAM, EXCEPT TO THE EXTENT THAT ANY SUCH CLAIMS OR CAUSES OF ACTION ARISE SOLELY FROM ITI'S GROSS NEGLIGENT OR WILLFUL MISCONDUCT. NOTWITHSTANDING THE FOREGOING, I AGREE THAT ITI'S LIABILITY, IF ANY, UNDER THIS AGREEMENT SHALL BE LIMITED TO THE TOTAL AMOUNT PAID BY ME FOR THE PROGRAM. I FURTHER AGREE THAT ITI ASSUMES NO RESPONSIBILITY FOR LOSS OF MY PASSPORT, AIRLINE TICKETS, OR OTHER TRAVEL DOCUMENTS, LOSS OR DAMAGE TO MY LUGGAGE OR PERSONAL BELONGINGS. IN NO EVENT SHALL ITI BE LIABLE FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES SUCH AS WITHOUT LIMITATION, LOST PROFITS OR WAGES. Each program begins with the takeoff of the international flight and ends upon completion of the return flight to the United States. ITI is not responsible for events beyond its control, such as acts of God, war, terrorism, strikes or government restrictions or delay caused by persons not controlled by ITI, such as airlines, bus companies, railways, and hotels. ITI reserves the right to terminate any participant's program at any time for reasons which appear to be valid. ITI SHALL HAVE THE RIGHT, WITHOUT ADVANCE NOTIFICATION TO MY PARENTS, WITHOUT ESCORT OR REFUND, AND AT MY OR MY PARENTS' EXPENSE, TO SEND ME HOME IF I AM UNDER THE AGE OF 21 AND I DRINK, SAMPLE ALCOHOLIC BEVERAGES, USE ILLEGAL DRUGS OR VIOLATE ITI'S CODE OF CONDUCT STATED AT PAGE 3 OF THE PREGUNTAS STUDENT BOOKLET. ITI DOES NOT ACCEPT PARENTAL PERMISSION FORMS AUTHORIZING THEIR SON/DAUGHTER TO DRINK OR SAMPLE ALCOHOLIC BEVERAGES. FURTHERMORE, I AM ADVISED THAT THEFT OR USE AND/OR POSSESSION OF ILLEGAL DRUGS CONSTITUTES A VIOLATION LOCAL, STATE, FEDERAL OR FOREIGN LAW AND MAY BE PUNISHABLE BY IMMEDIATE IMPRISONMENT. CONSULAR INTERVENTION WILL NOT BRING ABOUT THE RELEASE OF THE OFFENDER.

2. I agree that this is a supervised program and I am subject to the authority of my Organizing Teacher at all times. I further agree that ITI has the right to enforce the Code of Conduct stated at page 3 of the Preguntas Student Booklet, which is incorporated into this Agreement by reference. In addition, I agree to stay in my assigned hotel room/home from 10 p.m. - 7 a.m. unless I am with my Organizing Teacher, host family, or unless an emergency exists. I understand and agree that if I fail to abide by any of these policies, a collect phone call will be made to my parents by the Organizing Teacher or ITI. If ITI deems it appropriate, I agree that ITI may send me home without escort, at my or my parent's expense, with no refund granted.

3. I understand that if I am expelled from school or otherwise disciplined by my teacher, my school or by local authorities, or if I am charged with or convicted of any crime, or if I fail to meet any oral or written requirements for participation in the program as set forth by ITI, my teacher or school, I will be declared ineligible to participate in the ITI program and I will be subject to ITI's standard cancellation policy described below under the section entitled: "CANCELLATION/REFUND POLICY".

4. If I become ill or incapacitated, I agree that ITI may take whatever action it deems necessary to preserve my health and safety including, without limitation, obtaining medical treatment for me at my expense, and/or transporting me at my own or my parents' expense back to my home for medical treatment. ITI is not responsible for the quality and timeliness of any such medical treatment received by me. I agree to pay any extra expenses incurred on my behalf by ITI for medical or other related reasons. If ITI has paid such expenses, I will reimburse them immediately upon my return. I also agree to reimburse ITI for all costs of collection, including reasonable attorneys fees and costs, relating to payment of medical expenses or any other amount due under this Agreement.

5. I agree that ITI is not responsible for my well-being when I am absent from ITI-supervised activities. I shall be exclusively liable for any financial obligations I may incur or any damage or injury I may cause while participating in an ITI program.

6. I agree that any social media or video likenesses taken of me while participating in an ITI program and any of my comments or statements may be used in future materials published or produced by ITI.

7. I certify that I am in good physical and mental health and that I have no special medical or physical conditions, nor any special needs or requirements, which would impede participation in the program, nor be of any harm or inconvenience to myself or the other participants.

8. I agree that I am solely responsible for obtaining and carrying proper travel documents, and if I am not a U.S. citizen, the appropriate visas for countries I am to visit. Further, I shall hold ITI harmless if I am unable to obtain the necessary documents for participation in the program. I understand that inability to obtain these visas or other documents does not constitute grounds for withdrawal with full refund; the standard cancellation will apply as listed the section below entitled "CANCELLATION/REFUND POLICY".

9. I grant to ITI the right to select a replacement for my Organizing Teacher if he/she is unable or unwilling to participate in the program.

10. I understand that if events outside ITI's control require a change in the student fee that my Organizing Teacher will receive written notification with available options and deadlines.

11. I agree that ITI reserves the right to determine airlines and flight routings.

12. I agree that ITI and/or the air carrier have the right to substitute airlines, to make changes in equipment, in the published itinerary, in the departure and arrival dates, times, or cities, or to alter the itinerary and I agree to accept any such changes. No refunds will be made in the event of changes in the itinerary occurring prior to or after departure.

13. I understand that all information pertaining to my program, including statements and air tickets, are emailed directly to my Organizing Teacher.

14. This Agreement may not be modified except in writing signed by an authorized ITI representative. This Agreement shall be governed by, construed and enforced in accordance with the laws of the State of Wisconsin, without regard to conflict of law principles. All disputes, claims for relief, causes of actions, or counterclaims regarding the enforcement or interpretation of this Agreement shall be initiated and prosecuted exclusively in the state or federal courts having jurisdiction over Brown County, Wisconsin. I consent to the jurisdiction and venue of such courts and expressly waive all objections based on the doctrines of personal jurisdiction or forum non conveniens. I KNOWINGLY, VOLUNTARILY AND INTELLIGENTLY WAIVE MY CONSTITUTIONAL RIGHT TO A TRIAL BY JURY WITH RESPECT TO ANY DISPUTES, CLAIMS FOR RELIEF, CAUSES OF ACTIONS, OR COUNTERCLAIMS THAT MAY ARISE UNDER THIS AGREEMENT AND AGREE THAT ANY LITIGATION BETWEEN THE PARTIES CONCERNING THIS AGREEMENT SHALL BE HEARD BY A COURT OF COMPETENT JURISDICTION SITTING WITHOUT A JURY. I HEREBY CONFIRM THAT I HAVE REVIEWED THE EFFECT OF THIS WAIVER OF JURY TRIAL WITH COMPETENT LEGAL COUNSEL OF MY CHOICE, OR HAVE BEEN AFFORDED THE OPPORTUNITY TO DO SO PRIOR TO SIGNING THIS AGREEMENT.

15. I understand that ITI does not investigate or actively monitor the Organizing Teacher and Official Assistants. Instead, I shall perform any investigations, background checks, interviews and the like that I determine, in my sole discretion, are necessary prior participating in an ITI program. ITI HEREBY DISCLAIMS ALL REPRESENTATIONS AND WARRANTIES REGARDING ANY ORGANIZING TEACHER AND OFFICIAL ASSISTANTS, WHETHER EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY REPRESENTATION OR WARRANTY REGARDING THE CHARACTER OR BACKGROUND OF AN ORGANIZING TEACHER AND OFFICIAL ASSISTANTS.

16. No claim, regardless of form, arising out of or in connection with this Agreement, may be brought against ITI more than ninety (90) days after the date on which the cause of action accrued.

17. All of the terms and conditions of the ITI Preguntas Student Booklet are incorporated herein by reference and made a part of this Agreement. In the event of any conflict between the terms and conditions of this Agreement and the terms of the ITI Preguntas Student Booklet, the terms and conditions of the Agreement shall govern and control.

18. I acknowledge and agree that my participation in the ITI program shall be automatically cancelled if I miss any payment deadline. Time is of the essence with respect to all payment deadlines.

## CANCELLATION/REFUND POLICY

If I wish to voluntarily cancel my participation in the ITI program, I must notify ITI in writing of such cancellation: [interact@interact-travel.com](mailto:interact@interact-travel.com). The cancellation date is determined by the date that ITI receives my cancellation.

### CANCELLATION WITH IMMEDIATE REPLACEMENT:

Cancellation with Immediate Replacement is available through 125 days prior to departure. ITI's official form should be obtained from the Organizing Teacher. I will be entitled to a refund, less a \$200 processing fee, if I am able to find a replacement participant suitable to the Organizing Teacher. I understand that I am solely responsible for locating a suitable replacement.

### STANDARD CANCELLATION (NO REPLACEMENT)

If I am unable to find a suitable replacement participant, the following shall apply:

1. \$450 is non-refundable & non-transferable through 125 days prior to departure.
2. From 125 days prior to departure through 50 days prior to departure: \$850 is non-refundable & non-transferable; optional tour fees are also non-refundable & non-transferable. Possible airline, touring, and hotel penalties are additional.
3. Less than 50 days prior to departure: no refund.



**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING  
FEBRUARY 25, 2019, 6:30 P.M.**

**Note Page**

**VIII. Discussion Items**

2. Recommendation for NMS Demolition Contractor (OP 6320)

FROM: Ron Herron, Assistant Superintendent of Operations  
CC: Mark Bielang, Superintendent  
Paula Johnson, Director of Finance  
Tom Stanek, Owen-Ames-Kimball Co. (OAK)  
DATE: February 21, 2019  
SUBJECT: North Middle School Demolition Recommendation (Bid Package#3)

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### **Recommendation**

I recommend the Board of Education authorize Owen-Ames-Kimball Co. to issue Notices of Pending Award, in the amounts indicated for the North Middle School demolition, to contractors listed on the Bid Summary Sheet. Furthermore, that upon receipt by Owen-Ames-Kimball Co. of the appropriate documentation, a contract will be awarded to this contractor by Portage Public Schools, as presented.

### **Background Information**

Work and budget allocation NMS demolition is a part of Bid Package #3. At the time this bid package was bid out we choose to maintain a demolition allocation within the project for this work and to bid this out at a later date. We believed that bidding this closer to when work was to be done would increase the number of bidders and create a more favorable bid result. This went out to bid on January 25<sup>th</sup>, 2019. Owen-Ames-Kimball Co. (OAK) advertised on their SmartBid data base, the District's Website, Builders Exchange and the State of Michigan's procurement website, Sigma. We hosted pre-bid walkthrough meetings on February 4<sup>th</sup> 2019. We had approximately 9 contractors participate. We accepted bids on February 14, 2019. The bids were read aloud that included the proper bid bonds and acknowledgement of the schedule.

Since the bid openings, our team of OAK, Walbridge and PPS staff members executed the proper post bid interview for this project. This process was designed to select the bidder with the lowest qualified bid to complete the work scope of each category, having each contractor validate bid pricing, ability to meet schedules with qualified resources, confirmation of work scope and any unique complexities of the projects. At this time we also expressed the high level of expectations the Owner/ Owners Rep/ Construction Management team has for this project.

We are confident that this process has helped us identify the lowest qualified responsible contractors for Board consideration and approval. Approval of this recommendation will allow us to execute contract agreements and proceed with the work per the scheduled start times in June 2019.

We will entertain any question you may have concerning this recommendation.



<b>BID CATEGORY NO. 1 - Demolition</b>					
<b>CONTRACTOR</b>	<b>Bid Bond</b>	<b>Addendum</b>	<b>BASE BID</b>	<b>Alternates</b>	<b>NOTES</b>
<b>Melching</b> Muskegon, MI	Y	1	\$358,000		
<b>Pitsch Company</b> Grand Rapids, MI	Y	1	\$465,000		
<b>Homrich</b> Caleton, MI	Y	1	\$523,000		
<b>Dore &amp; Associates Contracting Inc</b> Bay City, MI	Y	1	\$548,600		
<b>SC Environmental Services LLC</b> Lansing, MI	Y	1	\$588,191		
<b>Indiana Earth Inc</b> Osceola, IN	Y	1	\$689,600		
<b>D&amp;R Demolition</b> Napoleon, MI	Y	1	\$777,750		
<b>Universal Consolidated Demolition</b> Roseville, MI	Y	1	\$949,969		
<b>Bierlein Companies Inc</b> Midland, MI	Y	1	\$1,888,881		

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
CONFERENCE ROOM 1 – ADMINISTRATION BUILDING  
FEBRUARY 25, 2019, 6:30 P.M.**

**Note Page**

**VIII. Discussion Items**

3. Recommendation for Northern Natatorium (OP 6320)

FROM: Ron Herron, Assistant Superintendent of Operations  
CC: Mark Bielang, Superintendent  
Paula Johnson, Director of Finance  
Tom Stanek, Owen-Ames-Kimball Co. (OAK)  
DATE: February 21, 2019  
SUBJECT: Bond Bid Package #4b

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### **Recommendation**

I recommend the Board of Education authorize Owen-Ames-Kimball Co. to issue Notices of Pending Award, in the amounts indicated for the Northern Natatorium, to contractors and suppliers listed on the Bid Summary Sheets. Furthermore, that upon receipt by Owen-Ames-Kimball Co. of the appropriate documentation, contracts will be awarded to these contractors and suppliers by Portage Public Schools, as presented.

### **Background Information**

#### **Recommendation 4a**

Bid Package #4a included Portage West Middle School and Portage Community Education Center renovation projects. This went out to bid on December 17<sup>th</sup>, 2018. Owen-Ames-Kimball Co. (OAK) advertised on their SmartBid data base, the District's Website, Builders Exchange and the State of Michigan's procurement website Sigma. We hosted pre-bid meetings on January 2<sup>nd</sup> for CEC and January 3<sup>rd</sup> for WMS, 2019 respectively. We had approximately 30 contractors participate. During the bid phase, OAK continued to reach out to contractors to gauge bid coverage per bid package.

We accepted bids on January 10<sup>th</sup>, 2019. The bids were read aloud that included the proper bid bonds and acknowledgement of the schedule.

#### **Recommendation 4b**

Bid Package #4b is for the Northern High Natatorium project. This went out to bid on January 15, 2019. Owen-Ames-Kimball Co. (OAK) advertised on their SmartBid data base, the District's Website, Builders Exchange and the State of Michigan's procurement website Sigma. We hosted pre-bid meetings for the Natatorium on January 23, 2019. Again we had approximately 30 Contractors participate. During the bid phase, OAK continued to reach out to contractors to gauge bid coverage per bid package.

We accepted bids on February 5, 2019. The bids were read aloud that included the proper bid bonds and acknowledgement of the schedule.

Since the bid openings, our team of OAK, C2AE, Walbridge and PPS staff members executed the proper post bid interviews for each bid category for these projects. This process was designed to select the bidder with the lowest qualified bid to complete the work scope of each category, having each contractor validate bid pricing, ability to meet schedules with qualified resources, confirmation of work scope and any unique complexities of the projects. During this time we also expressed the high level of expectations the Owner/ Owners Rep/Architect/Construction Management team has for these projects and the contractor's performance.

We are confident that this process has helped us identify the lowest qualified responsible contractors for Board consideration and approval. The interviews were performed over multiple days until the team was confident in bringing this list of recommendations to the Board.

Note that in all work categories we will be awarding contracts to the lowest qualified responsible bid.

We were pleased with both bid processes. For bid package 4a projects we had 118 bids. Approximately 80% of bids were from contractors within a one hour drive time radius. We averaged almost 4 bids submitted per bid category. For bid package 4b we had 83 bids. Approximately 80% were from contractors within one hour drive time radius. We averaged 2.8 bids submitted per bid category.

As it relates to the cost allocation projections for these projects, awards in these work categories resulted for combined bid packs 4a & b, project variance is (\$358,892).

Breakdown as followed:

(West Middle School)

• Construction Contract Allocation - Funds Available	\$10,004,205
• <u>Award Recommendation</u>	\$ 8,324,394
<b>Project Variance – (Under)/Over Funds Available</b>	<b>(\$ 1,679,811)</b>

(Community Education Center)

• Construction Contract Allocation - Funds Available	\$ 953,086
• <u>Award Recommendation</u>	\$ 689,432
<b>Project Variance – (Under)/Over Funds Available</b>	<b>(\$ 263,654)</b>

(Northern Natatorium)

• Construction Contract Allocation - Funds Available	\$11,005,132
• <u>Award Recommendation</u>	\$12,589,705
• <b>Project Variance – (Under)/Over Funds Available</b>	<b>(- 1,584,573)</b>
○ <b>Enhancements related to project allocation overage</b>	
▪ <b>Increase code requirements</b>	
▪ <b>Additional Pre-function Space</b>	

- **North Middle Parking Lot**
- **Aesthetic improvements to retention basin**
- **Increased Site Drainage**

This analysis for Bid #4b can be found on the attached bid tabulation summary information.

We are pleased with the overall results. Although 4b is over allocation we were able to achieve necessary site enhancements for the project. The team has worked hard to assure completeness of these recommendations to the Board.

Approval of this recommendation will allow us to execute contract agreements and proceed with the work in these categories per the scheduled start times and move an additional \$358.892 in unallocated contingency.



Portage Public Schools  
Northern Natatorium  
Bid Summary Sheet - February 18, 2019  
Construction Manager: Owen-Ames-Kimball Co.

I move that Owen-Ames-Kimball Co. be authorized to issue Notices of Pending Award, in the amounts indicated, to contractors and suppliers listed below, pending confirmation that all requirements of the Contract Documents have been met. Furthermore, that upon receipt by Owen-Ames-Kimball Co. of the appropriate documentation, contracts be awarded to these contractors and suppliers by Portage Public Schools.

Bid Category	Contractor	Base Bid	Alternate 1 - Replace existing site lighting poles and fixtures with new fixtures and poles indicated	Alternate 2 - Add for CO2 Systems	Alternate 3 - Add for powder coated grab rails and handrails	Alternate 4 - Add for powder coated backstroke and recall posts	Alternate 5 - Add for power coated dive stand rails	Alternate 7 - Add for four (4) portable pace clocks	Voluntary Alternate 1 - Install (2) Auto Door Operators	Voluntary Alternate 2 - Conduit for Electrical Duct Bank	Adjustment 1 - Square D Electrical Gear	TOTAL	Location of Contractor
1 Earthwork	Lounsbury Excavating	295,000										295,000	Paw Paw, MI
2 Asphalt Pavements	Lakeland Asphalt Corporation	97,975										97,975	Springfield, MI
3 Landscaping	Twin Lakes Nursery	26,940										26,940	Grand Rapids, MI
4 Concrete	Proline Concrete	510,983										510,983	Dorr, MI
5 Precast Structural Concrete	TBD	598,000										598,000	TBD
6 Masonry	Burggrabe Masonry	1,240,590										1,240,590	Belding, MI
7 Metals	Schweitzer Incorporated	336,291										336,291	Battle Creek, MI
8 General Trades	Hazelhoff Builders	105,500										105,500	Kalamazoo, MI
9 Metal Wall Panels	Reliable Sheet Metal, Inc.	192,000										192,000	Byron Center, MI
10 Roofing	J. Stevens Construction	302,500										302,500	Muskegon, MI
11 Joint Sealants	C.J's Coatings/Sealants	10,514										10,514	Hudsonville, MI
12 Doors, Frames & Hardware	SA Morman & Company	48,590							800			49,390	Portage, MI
13 Overhead Doors	Bareman & Associates	6,440										6,440	Jenison, MI
14 Aluminum, Glass & Glazing	Midwest Glass & Mirror	289,340										289,340	Stevensville, MI
15 Lath, Plaster, Drywall, Acoustical (LPDA)	Bouma-Betten Construction	261,650										261,650	Portage, MI
16 Flooring	Central Tile & Terrazzo Co.	364,587										364,587	Kalamazoo, MI
17 Painting	TBD	250,000										250,000	TBD
18 Signage	Universal Sign	8,888										8,888	Grand Rapids, MI
19 Toilet Compartments	SA Morman & Company	17,005										17,005	Grand Rapids, MI
20 Toilet and Bath Accessories	SA Morman & Company	20,370										20,370	Portage, MI
21 Lockers	Rayhaven Group, Inc.	39,313										39,313	Grand Rapids, MI
23 Competition Swimming Pool	Baruzzini Construction	2,376,439		2,800	1,100	900	1,035	6,688				2,388,962	Brighton, MI
24 Elevators	KONE Elevator	115,400										115,400	Grand Rapids, MI
25 Fire Protection	Total Fire Protection	80,500										80,500	Grand Rapids, MI
26 DDC Controls	ControlNET	138,500										138,500	Hudsonville, MI
27 Mechanical/Plumbing	R W LaPine	1,595,000										1,595,000	Kalamazoo, MI
28 Testing and Balancing	Aireconomics	5,330										5,330	Grand Rapids, MI
29 Electrical	Circuit Electric	962,450	15,850							17,450	12,000	1,007,750	Kalamazoo, MI
30 Communications	Parkway Electric & Communication	106,590										106,590	Holland, MI
31 Electronic Safety and Security	Presidio Networked Solutions Group	23,487										23,487	Caledonia, MI
<b>Total</b>		<b>10,426,172</b>	<b>15,850</b>	<b>2,800</b>	<b>1,100</b>	<b>900</b>	<b>1,035</b>	<b>6,688</b>	<b>800</b>	<b>17,450</b>	<b>12,000</b>	<b>10,484,795</b>	
<b>Over/(Under) Funds Available</b>												<b>1,584,573</b>	

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Portage Public Schools  
 Northern Natatorium  
 Owen-Ames-Kimball Co., Construction Manager  
 Bid Opening: Tuesday, February 5 at 4:00 PM



<b>BID CATEGORY NO. 1 - EARTHWORK</b>					
<b>CONTRACTOR</b>	<b>Bid Bond</b>	<b>Addendum</b>	<b>BASE BID</b>	<b>Alternates</b>	<b>NOTES</b>
Lounsbury Excavating - Paw Paw	Y	1,2	\$295,000		Contractor from Central Natatorium
Cripps Fontaine Excavating - Kalamazoo	Y	1,2	\$458,000		
Quality Excavators - Marshall	Y	1,2	\$580,215		

Portage Public Schools  
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 Bid Opening: Tuesday, February 5 at 4:00 PM



<b>BID CATEGORY NO. 2 - Asphalt Pavements</b>					
<b>CONTRACTOR</b>	<b>Bid Bond</b>	<b>Addendum</b>	<b>BASE BID</b>	<b>Alternates</b>	<b>NOTES</b>
Lakeland Asphalt Corp - Springfield	Y	1,2	\$97,975		Contractor from Central Natatorium
Michigan Paving & Materials - Kalamazoo	Y	1,2	\$108,500		
Rieth-Riley Construction - Kalamazoo	Y	1,2	\$134,000		

Portage Public Schools  
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 Owen-Ames-Kimball Co., Construction Manager  
 Bid Opening: Tuesday, February 5 at 4:00 PM



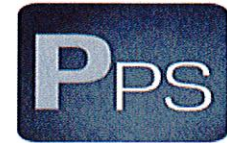
<b>BID CATEGORY NO. 3 - Landscaping</b>					
<b>CONTRACTOR</b>	<b>Bid Bond</b>	<b>Addendum</b>	<b>BASE BID</b>	<b>Alternates</b>	<b>NOTES</b>
<b>Twin Lakes Nursery - Grand Rapids</b>	Y	1,2	\$26,940		
<b>S&amp;T Lawn Service - Kalamazoo</b>	Y	1,2	\$33,200		See Clarifications
<b>Landscaping Plus - Kalamazoo</b>	Y	1,2	\$41,365		
<b>Naylor Landscape Management - Kalamazoo</b>	Y	1,2	\$41,699		

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<b>BID CATEGORY NO. 4 - Concrete</b>					
<b>CONTRACTOR</b>	<b>Bid Bond</b>	<b>Addendum</b>	<b>BASE BID</b>	<b>Alternates</b>	<b>NOTES</b>
<b>Proline Concrete - Dorr</b>	Y	1,2	\$510,983		Contractor from Central Natatorium
<b>Burgess Concrete - Moline</b>	Y	1,2	\$556,000		
<b>Schepers Concrete - Grand Rapids</b>	Y	1,2	\$586,146		
<b>Choice Concrete Construction - Clarksville</b>	Y	1,2	\$595,330		Voluntary Alternate
<b>VanLaan Concrete Construction - Dutton</b>	Y	1,2	\$602,830		

Portage Public Schools  
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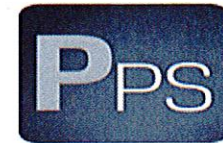
<b>BID CATEGORY NO. 5 - Precast</b>					
<b>CONTRACTOR</b>	<b>Bid Bond</b>	<b>Addendum</b>	<b>BASE BID</b>	<b>Alternates</b>	<b>NOTES</b>
<b>Mack Industries - Kalamazoo</b>	Y	1,2	\$512,800		
<b>Kekstra Precast - Grandville</b>	Y	1,2	\$598,000		Contractor from Central Natatorium

Portage Public Schools  
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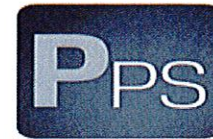
<b>BID CATEGORY NO. 6 - Masonry</b>					
<b>CONTRACTOR</b>	<b>Bid Bond</b>	<b>Addendum</b>	<b>BASE BID</b>	<b>Alternates</b>	<b>NOTES</b>
<b>Burggrabe Masonry - Belding</b>	Y	1,2	\$1,240,590		Contractor from Central Natatorium
<b>Bracy and Jahr - Quincy</b>	Y	1,2	\$1,725,000		

Portage Public Schools  
 Northern Natatorium  
 Owen-Ames-Kimball Co., Construction Manager  
 Bid Opening: Tuesday, February 5 at 4:00 PM



<b>BID CATEGORY NO. 7 - Metals</b>					
<b>CONTRACTOR</b>	<b>Bid Bond</b>	<b>Addendum</b>	<b>BASE BID</b>	<b>Alternates</b>	<b>NOTES</b>
Schweitzer Incorporated - Battle Creek	Y	1,2	\$336,291		
Division 5 Metalworks - Kalamazoo	Y	1,2	\$394,615		
FCC Construction - Caledonia	Y	1,2	\$475,000		
Structural Standards - Sparta	Y	1,2	\$496,550		
Van Dellen Steel - Caledonia	Y	1,2	\$518,700		

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**BID CATEGORY NO. 8 - GENERAL TRADES**

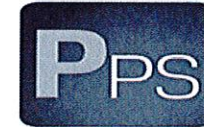
CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates	NOTES
Hazelhoff Builders - Kalamazoo	Y	1,2	\$105,500		Contractor from Central Natatorium

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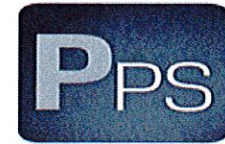
**BID CATEGORY NO. 9 - METAL WALL PANELS**

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates	NOTES
Reliable Sheet Metal - Byron Center	Y	1,2	\$192,000		Contractor from Central Natatorium
Wolverine Enclosures - Allegan	Y	1,2	\$229,390		Voluntary Alternates
Universal Wall Systems - Grand Rapids	Y	1.2	\$322,000		



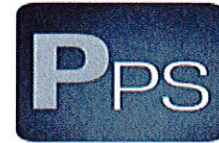
<b>BID CATEGORY NO. 10 - ROOFING</b>					
<b>CONTRACTOR</b>	<b>Bid Bond</b>	<b>Addendum</b>	<b>BASE BID</b>	<b>Alternates</b>	<b>NOTES</b>
J. Stevens Construction - Muskegon	Y	1,2	\$302,500		
McDonald Roofing - Jackson	Y	1,2	\$316,366		
Great Lakes Systems - Jenison	Y	1,2	\$322,560		
Division 7 - Building Contractors - Kalamazoo	Y	1,2	\$322,564		
Versatile Roofing Systems - Grant	Y	1	\$344,360		
Modern Roofing - Dorr	Y	1,2	\$375,414		Voluntary Alternates
Hoekstra Roofing - Kalamazoo	Y	1.2	\$530,713		Voluntary Alternates

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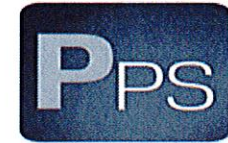
<b>BID CATEGORY NO. 11 - JOINT SEALANTS</b>					
<b>CONTRACTOR</b>	<b>Bid Bond</b>	<b>Addendum</b>	<b>BASE BID</b>	<b>Alternates</b>	<b>NOTES</b>
<b>CJ's Coatings/Sealants - Hudsonville</b>	Y	1,2	\$10,514		
<b>Slager Restoration &amp; Sealants - Vandalia</b>	Y	1,2	\$12,605		Voluntary Alternate
<b>Premier Caulking - Grand Rapids</b>	Y	1,2	\$20,000		

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<b><u>BID CATEGORY NO. 12 - DOORS, FRAMES &amp; HARDWARE</u></b>					
<b>CONTRACTOR</b>	<b>Bid Bond</b>	<b>Addendum</b>	<b>BASE BID</b>	<b>Alternates</b>	<b>NOTES</b>
				<b>Voluntary Alternate - Install (2) Auto Door Operators</b>	
<b>S A Morman - Portage</b>	Y	1,2	\$48,590	\$800	Contractor from Central Natatorium

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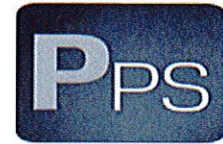
<b>BID CATEGORY NO. 13 - OVERHEAD DOORS</b>					
<b>CONTRACTOR</b>	<b>Bid Bond</b>	<b>Addendum</b>	<b>BASE BID</b>	<b>Alternates</b>	<b>NOTES</b>
Bareman & Associates - Jenison	Y	1,2	\$6,440		

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<b>BID CATEGORY NO. 14 - Aluminum, Glass &amp; Glazing</b>					
<b>CONTRACTOR</b>	<b>Bid Bond</b>	<b>Addendum</b>	<b>BASE BID</b>	<b>Alternates</b>	<b>NOTES</b>
<b>Midwest Glass and Mirror - Stevensville</b>	Y	1,2	\$289,340		Contractor from Central Natatorium
<b>Double O - Grand Rapids</b>	Y	1,2	\$329,775		
<b>Reliable Glass Installers - Kalamazoo</b>	Y	1,2	\$363,470		

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<b>BID CATEGORY NO. 15 - LPDA</b>					
<b>CONTRACTOR</b>	<b>Bid Bond</b>	<b>Addendum</b>	<b>BASE BID</b>	<b>Alternates</b>	<b>NOTES</b>
<b>Bouma-Betten Construction - Portage</b>	Y	1,2	\$261,650		Contractor from Central Natatorium
<b>Schepers Brothers - Grand Rapids</b>	Y	1,2	\$323,294		
<b>Ritsema Associates - Kalamazoo</b>	Y	1,2	\$325,400		

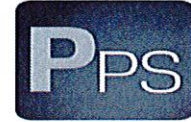
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**BID CATEGORY NO. 16 - Flooring**

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates	NOTES
Central Tile & Terrazzo - Kalamazoo	Y	1,2	\$364,587		Contractor from Central Natatorium
Welch Tile and Marble - Kent City	Y	1,2	\$378,790		

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<b>BID CATEGORY NO. 17 - Painting</b>					
<b>CONTRACTOR</b>	<b>Bid Bond</b>	<b>Addendum</b>	<b>BASE BID</b>	<b>Alternates</b>	<b>NOTES</b>
<b>K &amp; A Commercial and Industrial Painting - Cedar Springs</b>	Y	1,2	\$128,125		
<b>PMV Custom Finishes - Portage</b>	Y	1,2	\$164,192		Voluntary Alternates
<b>H &amp; H Painting Company - Kalamazoo</b>	Y	1,2	\$240,670		Voluntary Alternate
<b>Bijl Painting - Comstock Park</b>	Y	1,2	\$296,074		Voluntary Alternate

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<b>BID CATEGORY NO. 18 - Signage</b>					
<b>CONTRACTOR</b>	<b>Bid Bond</b>	<b>Addendum</b>	<b>BASE BID</b>	<b>Alternates</b>	<b>NOTES</b>
<b>Universal Sign - Grand Rapids</b>	Y	1,2	\$8,888		
<b>Praise Sign Company - Grandville</b>	Y	1,2	\$9,245		
<b>Valley City Sign - Comstock Park</b>	Y	1,2	\$9,268		
<b>Summit Advertising - Ada</b>	CK	1,2	\$9,353		
<b>Visual Entities - Grand Rapids</b>	Y	1,2	\$10,076		

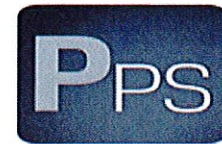
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**BID CATEGORY NO. 19 - Toilet and Shower Compartments**

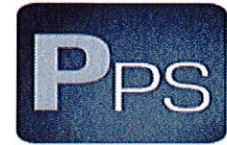
CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates	NOTES
S A Morman - Portage	Y	1,2	\$17,005		
Rayhaven Group - Kentwood	Y	1,2	\$19,228		
LG2 LLC - Wyoming	Y	1,2	\$19,573		

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<b><u>BID CATEGORY NO. 20 - Toilet and Bath Accessories</u></b>					
<b>CONTRACTOR</b>	<b>Bid Bond</b>	<b>Addendum</b>	<b>BASE BID</b>	<b>Alternates</b>	<b>NOTES</b>
S A Morman - Portage	Y	1,2	\$20,370		
Rayhaven Group - Kentwood	Y	1,2	\$27,028		

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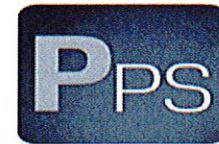
<b>BID CATEGORY NO. 21 - Lockers</b>					
<b>CONTRACTOR</b>	<b>Bid Bond</b>	<b>Addendum</b>	<b>BASE BID</b>	<b>Alternates</b>	<b>NOTES</b>
Rayhaven Group - Grand Rapids	Y	1,2	\$39,313		Contractor from Central Natatorium
Brainard Enterprises - Rockford	Y	1,2	\$47,894		Voluntary Alternates



**BID CATEGORY NO. 23 - Competition Swimming Pools**

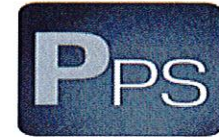
CONTRACTOR	Bid Bond	Addendum	BASE BID						NOTES
				Alternate No. 2 - Add for CO2 Systems	Alternate No. 3 - Add for powder coated grab rails and handrails	Alternate No. 4 - Add for powder coated backstroke and recall posts	Alternate No. 5 - Add for power coated dive stand rails	Alternate No. 7- Add for four (4) portable pace clocks	
Baruzzini Contracting - Brighton	Y	1,2	\$2,376,439	\$2,800	\$1,100	\$900	\$1,035	\$6,688	Contractor from Central Natatorium
Capri Pool & Aquatics - Edwardsville	Y	1	\$2,464,000	\$6,870	\$1,083	\$679	\$395	\$4,000	

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<b>BID CATEGORY NO. 24 - Elevators</b>					
<b>CONTRACTOR</b>	<b>Bid Bond</b>	<b>Addendum</b>	<b>BASE BID</b>	<b>Alternates</b>	<b>NOTES</b>
<b>ThyssenKrupp - Grand Rapids</b>	Y	1,2	\$87,000		This Bid is a Voluntary Alternates Not Accepted
<b>KONE Elevator - Grand Rapids</b>	Y	1,2	\$115,400		Contractor from Central Natatorium

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**BID CATEGORY NO. 25 - Fire Protection**

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates	NOTES
Total Fire Protection - Grand Rapids	Y	1,2	\$80,500		
Blaze Fire Protection - Sparta	Y	1,2	\$84,200		
Brigade Fire Protection - Belmont	Y	1,2	\$90,676		

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<b>BID CATEGORY NO. 26 - DDC Control System</b>					
<b>CONTRACTOR</b>	<b>Bid Bond</b>	<b>Addendum</b>	<b>BASE BID</b>	<b>Alternates</b>	<b>NOTES</b>
ControlNet - Grand Rapids	Y	1,2	\$138,500		Contractor from Central Natatorium

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**BID CATEGORY NO. 27 - Mechanical/Plumbing**

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates	NOTES
R W Lapine - Kalamazoo	Y	1,2	\$1,595,000		Major Sub contractor from Central Natatorium
DHE Plumbing and Mechanical - Grandville	Y	1,2	\$1,674,000		

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**BID CATEGORY NO. 28 - Testing and Balance**

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates	NOTES
Aireconomics - Grand Rapids	CK	1	\$5,330		
Control Solutions - Byron Center	CK	1,2	\$6,450		
Third Cost Test and Balance - Grand Rapids	CK	1,2	\$8,890		



**BID CATEGORY NO. 29 - Electrical**

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates			NOTES
				Alternate No. 1 - Replace existing site lighting poles and fixtures with new fixtures and poles indicated	Alternate No. 2 - Add for CO2 Systems	Voluntary Alternate - Supply and Install Service PVC Pipe	
Circuit Electric - Kalamazoo	Y	1,2	\$962,450	\$15,850		\$17,450	
Allied Electric - Grand Rapids	Y	1,2	\$1,013,000	\$8,770	\$1,120		
Hi-Tech Electric Company - Portage	Y	1,2	\$1,031,000	\$13,000			
Buist Electric - Kalamazoo	Y	1,2	\$1,115,000	\$19,100			

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<b>BID CATEGORY NO. 30 - Communications</b>					
<b>CONTRACTOR</b>	<b>Bid Bond</b>	<b>Addendum</b>	<b>BASE BID</b>	<b>Alternates</b>	<b>NOTES</b>
Parkway Electric & Communications - Holland	Y	1,2	\$106,590		Contractor from Central Natatorium

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**BID CATEGORY NO. 31 - Electronic Safety and Security**

CONTRACTOR	Bid Bond	Addendum	BASE BID	Alternates	NOTES
Presidio Networked Solutions Group - Caledonia	Y	1,2	\$23,487		