

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION  
REGULAR BUSINESS MEETING - RESCHEDULED FROM APRIL 13, 2020  
VIRTUAL MEETING  
APRIL 27, 2020, 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  
MEETING CONDUCTED VIRTUALLY  
APRIL 27, 2020, 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  
General Fund Budget Progress Report by Function  
2019-2020 Fiscal Year**

	Nine months ended March 31, 2020				Nine months ended March 31, 2019			
	Amended Budget 2019- 2020	% of total	Year-to-date activity	% of budget	Final Amended Budget 2018- 2019	% of total	Year-to-date activity	% of budget
<b>Revenue:</b>								
Local	19,099,545	19%	17,278,756	90%	18,649,329	19%	16,884,756	91%
State	70,155,549	70%	38,613,170	55%	67,920,621	70%	37,040,694	55%
Federal	1,336,542	1%	553,249	41%	1,485,541	2%	419,994	28%
Local payments-other districts	8,645,805	9%	6,620,178	77%	8,320,933	9%	6,914,090	83%
Other/Transfers in	<u>338,257</u>	0%	<u>5,076</u>	2%	<u>261,464</u>	0%	<u>31,658</u>	12%
<b>Total Revenue</b>	<b>99,575,698</b>	<b>100%</b>	<b>63,070,430</b>	<b>63%</b>	<b>96,637,888</b>	<b>100%</b>	<b>61,291,192</b>	<b>63%</b>
<b>Expenditures:</b>								
<b>Instruction</b>								
Basic Programs	52,368,212	52%	30,998,488	59%	50,486,873	52%	30,200,159	60%
Added Needs	<u>8,695,880</u>	9%	<u>5,089,352</u>	59%	<u>8,412,369</u>	9%	<u>4,843,271</u>	58%
<b>Total Instruction</b>	<b>61,064,092</b>	<b>61%</b>	<b>36,087,840</b>	<b>59%</b>	<b>58,899,242</b>	<b>61%</b>	<b>35,043,431</b>	<b>59%</b>
<b>Supporting Services</b>								
Pupil Support	7,102,827	7%	4,184,297	59%	6,604,797	7%	3,865,028	59%
Instructional Staff	5,220,692	5%	3,372,615	65%	5,174,503	5%	3,378,140	65%
General Administration	771,889	1%	524,316	68%	735,952	1%	522,059	71%
School Administration	5,275,771	5%	3,424,010	65%	5,264,287	5%	3,288,392	62%
Business	1,023,605	1%	751,881	73%	1,007,042	1%	743,877	74%
Operations and Maintenance	8,751,692	9%	6,360,174	73%	8,873,719	9%	6,230,248	70%
Transportation	3,373,026	3%	2,197,855	65%	3,446,946	4%	2,319,459	67%
Central Support Services	2,635,087	3%	2,063,920	78%	2,498,168	3%	1,940,681	78%
Other Support Services	1,668,465	2%	1,298,401	78%	1,755,373	2%	1,262,692	72%
Community Services	411,310	0%	279,122	68%	399,488	0%	282,747	71%
Childcare Services	<u>2,424,871</u>	2%	<u>1,631,382</u>	67%	<u>2,402,264</u>	2%	<u>1,743,935</u>	73%
<b>Total Supporting Services</b>	<b>38,659,235</b>	<b>39%</b>	<b>26,087,974</b>	<b>67%</b>	<b>38,162,539</b>	<b>39%</b>	<b>25,577,258</b>	<b>67%</b>
Other Financing Uses/Capital Outlay	<u>185,466</u>	0%	<u>178,730</u>	96%	<u>275,267</u>	0%	<u>181,818</u>	66%
<b>Total Expenditures</b>	<b><u>99,908,793</u></b>	<b>100%</b>	<b><u>62,354,545</u></b>	<b>62%</b>	<b><u>97,337,048</u></b>	<b>100%</b>	<b><u>60,802,508</u></b>	<b>62%</b>
Excess (deficiency) of revenues over expenditures	(333,095)		715,885		(699,160)		488,684	

**Portage Public Schools  
General Fund Budget Progress Report by Object  
2019-2020 Fiscal Year**

	Nine months ended March 31, 2020				Nine months ended March 31, 2019			
	Amended Budget 2019- 2020	% of total	Year-to-date activity	% of budget	Final Amended Budget 2018- 2019	% of total	Year-to-date activity	% of budget
Salaries	49,038,818	49%	29,362,427	60%	47,716,908	49%	28,597,304	60%
Benefits	<u>33,039,941</u>	33%	<u>20,676,222</u>	63%	<u>31,582,034</u>	32%	<u>19,663,165</u>	62%
<b>Total Salaries and Benefits</b>	<b>82,078,759</b>	<b>82%</b>	<b>50,038,649</b>	<b>61%</b>	<b>79,298,942</b>	<b>81%</b>	<b>48,260,469</b>	<b>61%</b>
Purchased Services	11,025,097	11%	7,852,252	71%	10,892,059	11%	7,882,413	72%
Supplies	5,372,845	5%	3,482,466	65%	5,724,862	6%	3,945,723	69%
Capital outlay/Other	<u>1,432,092</u>	1%	<u>981,177</u>	69%	<u>1,421,184</u>	1%	<u>713,904</u>	50%
<b>Total Expenditures</b>	<b>99,908,793</b>	<b>100%</b>	<b>62,354,545</b>	<b>62%</b>	<b>97,337,047</b>	<b>100%</b>	<b>60,802,508</b>	<b>62%</b>



**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
MEETING CONDUCTED VIRTUALLY  
APRIL 27, 2020, 6:30 P.M.**

**Note Page**

**VI. Consent Agenda**

1. Approval of Minutes
  - a. March 9, 2020 Committee of the Whole Work Session

2. Copy-Print Equipment\_Service Contract Recommendation

That the Board of Education approve the award of a three-year contract to Adams Remco of Kalamazoo, MI for copy/print equipment and services as per the pricing schedule presented, and it is further recommended the Superintendent or designee be authorized to extend the contract by one or two years as appropriate. The approximate five-year value of the contract is \$700,000, and will be drawn from the General Fund.

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION  
COMMITTEE OF THE WHOLE WORK SESSION**

**March 9, 2020**

The Committee of the Whole Work Session of the Board of Education of Portage Public Schools held on Monday, March 9, 2020, was called to order at 6:30 p.m. by President Van Antwerp in the Conference Room #1 of the Administration Building, 8107 Mustang Drive, Portage.

Board Trustees Present: Kurt Droppers, Terri Novaria, Rusty Rathburn, Celeste Shelton-Harris, Bo Snyder, Randy Van Antwerp, Joanne Willson (Mrs. Willson participated via speakerphone.)

Board Trustees Absent: None

**REVISIONS/APPROVAL OF AGENDA**

**Motion offered by Mr. Droppers, seconded by Dr. Shelton-Harris, that the Board of Education approve the agenda as printed.**

**Upon a roll call vote, the motion carried unanimously.**

**REPORTS**

**Superintendent's Report**

**Bond Project Update**

Mr. Ron Herron, Assistant Superintendent of Operations, provided an update on bond work. At Central Middle School, the installation of doors/hardware and carpet is taking place this week along with preparations for outside work. The project is on schedule. At West Middle School, installation of doors/hardware and flooring is taking place in the Science area along with punch list work. At the Northern Natatorium, the precast roof structure has been set. Roofing work will begin this month. Masonry work continues. Work to expand the retention pond is wrapping up. This work was required by the City due to the addition of parking lot space on site. Mr. Herron responded to questions from Trustees.

**Other**

Superintendent Bielang shared items of interest.

The elementary facility survey runs March 16-27, 2020. This is an online survey; however, paper copies of the survey will be available in the Administration Building. This week approximately 50,000 post cards providing notice of the survey will be mailed. Information about the upcoming survey has been made available via the District's newsletter, *District Extra*, via the Portage Senior Center, posters, etc. The elementary planning option to be surveyed calls for replacing five elementary schools (Central, Haverhill, Amberly, Woodland and Angling Road) with five new schools with Central Elementary as a 600-student building. The overall cost for this proposal is \$155 million, \$131 million of which is for the five for five option, the remaining \$24 million for technology (\$9 million), renovations to Moorsbridge Elementary (\$6 million), new busses (\$3 million), facilities for Curious Kids/Central High School (\$4 million), and bonding costs (\$2

million). The impact to the millage rate would be .92 mill and the current bond payoff would move to 2048. The impact to a homeowner, a residence valued at \$100,000 will pay \$46 annually, for a residence valued at \$200,000 will pay \$92 annually, \$300,000 will pay \$138 and so on. The District's financial advisors, Baker Tilly, provided these figures.

The 2020 Portage CommuniTeen Read event will be held March 18, 2020 at Central High School at 6:30 p.m. Author Jason Reynolds will attend.

Our District website now includes a new web page regarding the Coronavirus, which provides information and resource links. A link to the new page is available on the District home page.

This week, parent-teacher conferences are taking place at the middle/high school levels, leadership development will take place, and the All Portage Elementary STEAM event will take place on March 13, 2020 at 3:00 p.m. at the Air Zoo. Trustees were asked to inform Mr. Bielang if interested in attending the STEAM event in order for him to secure tickets. Board members were reminded of the KCSOA event is this Wednesday evening.

## **COMMENTS OR COMMUNICATIONS**

President Van Antwerp opened the comments and communications portion of the meeting.

Judy Santek expressed her appreciation for the elementary facility planning process, presentations and information shared.

Rick Burmeister addressed the Board regarding elementary facility planning, and shared concerns regarding the Amberly Elementary site relative to safety, placement of the new school, and potential disruptions at that location.

President Van Antwerp thanked Ms. Santek and Mr. Burmeister for their comments and opened the floor to Trustee comments.

Mrs. Willson commented on the elementary facility planning process relative to being good neighbors and considering safety.

Mr. Snyder commented on elementary facility planning relative to school placement and swing schools.

Mr. Rathburn thanked Mr. Bielang and Administration for their work on the elementary facility planning.

Ms. Novaria encouraged attendance at the upcoming production of *Annie Jr.* at North Middle School, March 20, 21, 27, and 28.

Mr. Van Antwerp reminded Trustees the Policy Committee will meet on March 31 at 8:30 a.m.

## **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 February 24, 2020 Regular Business Meeting Minutes and Closed Session Minutes, as presented; approve the proposed revisions to Ends Policy descriptors as presented and to Bylaw 0144.1 as presented; and**

**approve as presented, the purchase of furniture from Custer and Interior Environments to outfit Central Middle School with ancillary items, chairs, workstations, storage and all classroom items for a total purchase cost of \$867,301.51, the funds for which will come from the 2019 Bond Fund #1 – Furniture, Fixtures and Equipment budget.**

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

## **ASSURANCE OF DISTRICT PERFORMANCE**

### **Monitoring Report 1.2, Ends**

Mr. Mike Huber, Director of Curriculum and Professional Development, reviewed the 2018-19 data from the charts included in the report on AP courses, IB courses and other courses/program offerings. Mr. Huber also discussed co-curricular/extra-curricular activities, the Student Engagement Survey and curriculum/professional learning. Mr. Huber addressed questions from the Board. Discussion followed.

**Motion offered by Dr. Shelton-Harris, seconded by Mrs. Novaria, that the Board of Education accept as presented the Monitoring Report on 1.2, Ends, as a reasonable interpretation and evidence of compliance with policy.**

**Upon a roll call vote, the motion carried unanimously.**

## **ACTION ITEMS**

### **Approve Agreement with Portage Education Association**

**Motion offered by Mr. Snyder, seconded by Mrs. Novaria, that the Board of Education approve the letter of agreement with the Portage Education Association to amend the Collective Bargaining Agreement between the District and the Association, including the adoption of the revised calendar for the 2020-21 school year, as presented.**

**Upon a roll call vote, the motion carried unanimously.**

## **DISCUSSION ITEMS**

### **Copier-Print Equipment/Service Contract Recommendation (OP 6320)**

Mr. Dan Vomastek, Director of Information and Technology Systems, reviewed background information and the recommendation to award a three-year contract for copy/print equipment and services.

With no further business to come before the Board, the meeting was adjourned at 7:24 p.m.

Respectfully submitted,

Barb Atkinson  
Recording Secretary

April 27, 2020

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: March 4th, 2020  
Re: Recommended Copy/Print Equipment and Services Contract

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### RECOMMENDATION

I recommend the Board of Education award a three year contract to Adams Remco (Kalamazoo, MI) for copy/print equipment and services as per the attached pricing schedule. I further recommend the Superintendent or designee be authorized to extend the contract by one or two years as appropriate. The approximate five-year value of the contract is \$700,000, and will be drawn from the general fund.

### BACKGROUND

Our current fleet of multifunction printers (MFPs) are in their fifth year of service and are due to be replaced. A request for proposals was issued earlier this year with a stated preferred solution of a lease agreement for the equipment and a per-impression charge for service and supplies, broken out by size and color as appropriate. While a lease agreement does incur some interest, we prefer to spread the equipment costs out over a few years to minimize impact on the general fund. The total contract value fluxuates with our actual usage of the equipment. The \$700,000 is based on our annual average of 13,000,000 impressions.

### AWARD

Adams Remco was the overall low response. They have been our partner for copy/print service for many years. We have been happy not only with their equipment, but more importantly their service. The term of the lease is three years, at which point PPS will own the devices. In keeping with past practice, we will likely opt to extend the contact for an additional two years. In those two years we will only be paying the per-impression service and supplies cost. As per terms of the contract, PPS will provide paper and staples, while Adams Remco will provide toner and replacement parts as per the manufacturer's guidelines.

While I recommend the BOE approve this contract during its March meeting cycle, PPS will not execute the contract until the results of the May election are known.

I have attached a detailed bid tabulation, as well as the relevant components of Adam Remco's response for your review. As always, I would be happy to answer any questions you or the Board may have.

	Applied Imaging	MOS Office Solutions	Adams Remco	DL Gallavan - New Printers	DL Gallavan - Old Printers	Konica Minolta	Lasers Resource	Lasers Resource - Color Save
Copier Lease	\$96,000.00	\$107,670.24	\$117,620.48	\$115,194.80	\$115,194.80	\$123,585.12	\$139,121.52	\$139,121.52
Printer Lease	\$0.00	\$0.00	\$768.44	\$7,245.00	\$0.00	\$0.00	\$0.00	\$0.00
# of Copiers	73	70	70	69	69	70	70	70
# of Printers	0	0	3	52	0	3	52	52
Per Page - Copier - BW Less than 8.5x14	\$0.0032	\$0.00334	\$0.0029	\$0.0034	\$0.0034	\$0.0035	\$0.0030	\$0.0030
Per Page - Copier - BW Greater Than 8.5x14	\$0.0064	\$0.00668	\$0.0058	\$0.0034	\$0.0034	\$0.0035	\$0.0030	\$0.0030
Per Page - Copier - Color Less than 8.5x14	\$0.0325	\$0.0381	\$0.0290	\$0.0350	\$0.0350	\$0.0350	\$0.0300	\$0.0093
Per Page - Copier - Color Greater than 8.5x14	\$0.0650	\$0.0762	\$0.0580	\$0.0350	\$0.0350	\$0.0350	\$0.0600	\$0.0093
Per Page - Printer - BW	\$0.0090	\$0.01643	\$0.0099	\$0.0065	\$0.00990	\$0.0100	\$0.0030	\$0.0030
Per Page - Printer - Color	\$0.0650	\$0.13950	\$0.0690	\$0.0500	\$0.08000	\$0.0900	\$0.0300	\$0.0093
Software	Included	\$4,144.14	\$3,149.78	\$2,436.72	\$2,436.72	Included	\$8,180.00	\$8,180.00
Annual Copier B/W 11,815,170	\$37,808.54	\$39,462.67	\$34,263.99	\$40,171.58	\$40,171.58	\$41,353.10	\$35,445.51	\$35,445.51
Annual Copier Color 896,851	\$29,147.66	\$34,170.02	\$26,008.68	\$31,389.79	\$31,389.79	\$31,389.79	\$26,905.53	\$8,340.71
Annual Printer B/W 273,340	\$2,460.06	\$4,490.98	\$2,706.07	\$1,776.71	\$2,706.07	\$2,733.40	\$820.02	\$820.02
Annual Printer Color 42,582	\$2,767.83	\$5,940.19	\$2,938.16	\$2,129.10	\$3,406.56	\$3,832.38	\$1,277.46	\$396.01
<b>Additional Features (Years 1-3):</b>	\$168.00			\$11,305.00	\$11,305.00	\$324.00	\$210.24	\$210.24
<b>Total Est. Annual (Years 1-3):</b>	<b>\$168,425.27</b>	<b>\$195,948.52</b>	<b>\$187,528.77</b>	<b>\$211,769.83</b>	<b>\$206,679.68</b>	<b>\$203,290.96</b>	<b>\$212,082.41</b>	<b>\$192,636.05</b>
Year 4 Lease	\$96,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Year 4 Per Page - Copier - BW	\$0.0032	\$0.00334	\$0.0029	\$0.0034	\$0.0034	\$0.0035	\$0.0030	\$0.0030
Year 4 Per Page - Copier - Color	\$0.0325	\$0.0381	\$0.0290	\$0.0350	\$0.0350	\$0.0350	\$0.0300	\$0.0300
Year 4 Per Page - Printer - BW	\$0.0090	\$0.01643	\$0.0099	\$0.0065	\$0.0065	\$0.0100	\$0.0030	\$0.0030
Year 4 Per Page - Printer - Color	\$0.0650	\$0.01395	\$0.0690	\$0.0500	\$0.0500	\$0.0900	\$0.0300	\$0.0300
Year 4 - Software/Fees	\$0.00	\$4,144.14	\$4,004.00	\$2,436.72	\$2,436.72	\$0.00	\$24,000.00	\$24,000.00
Year 5 - Lease	\$96,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Year 5 Per Page - Copier - BW	\$0.0032	\$0.00334	\$0.0029	\$0.0034	\$0.0034	\$0.0035	\$0.0030	\$0.0030
Year 5 Per Page - Copier - Color	\$0.0325	\$0.0381	\$0.0290	\$0.0350	\$0.0350	\$0.0350	\$0.0300	\$0.0300
Year 5 Per Page - Printer - BW	\$0.0090	\$0.01643	\$0.0099	\$0.0065	\$0.0065	\$0.0100	\$0.0030	\$0.0030
Year 5 Per Page - Printer - Color	\$0.0650	\$0.01395	\$0.0690	\$0.0500	\$0.0500	\$0.0900	\$0.0300	\$0.0300
Year 5 - Software/Fees	\$0.00	\$4,144.14	\$4,004.00	\$2,436.72	\$2,436.72	\$0.00	\$24,000.00	\$24,000.00
<b>Total Estimated (Year 4):</b>	<b>\$168,184.09</b>	<b>\$82,861.83</b>	<b>\$69,920.90</b>	<b>\$77,903.89</b>	<b>\$77,903.89</b>	<b>\$79,308.66</b>	<b>\$88,448.52</b>	<b>\$88,448.52</b>
<b>Total Estimated (Year 5):</b>	<b>\$168,184.09</b>	<b>\$82,861.83</b>	<b>\$69,920.90</b>	<b>\$77,903.89</b>	<b>\$77,903.89</b>	<b>\$79,308.66</b>	<b>\$88,448.52</b>	<b>\$88,448.52</b>
<b>Equipment Removal Costs/Credits:</b>			-\$10,000.00			-\$10,635.00	\$310.00	\$310.00
<b>Software Establishment (One Time):</b>		\$21,161.30		\$10,152.00	\$10,152.00		\$24,540.25	\$24,540.25
<b>5 Year Est. Investment:</b>	<b>\$841,644.00</b>	<b>\$774,730.50</b>	<b>\$692,428.10</b>	<b>\$801,269.26</b>	<b>\$785,998.81</b>	<b>\$757,855.19</b>	<b>\$837,994.52</b>	<b>\$779,655.45</b>

## i. Pricing Summary - Multi-function Devices

As per the requirements outlined in this RFP, the proposer submits the following costs for consideration. Prices listed here shall be considered final – should there be conflicting pricing in any portion of a proposal, the following pricing shall supersede any discrepancy.

Price per B&W Impression up to 8"x14" .0029

Price per B&W Impression larger than 8"x14" and up to 11"x17" .0058

Price per Color Impression up to 8"x14" .029

Price per Color Impression larger than 8"x14" and up to 11"x17" .058

Annual Lease Cost for Hardware if not Included in the Above \$117,620.48

Cost to Move a Device from One Location to Another No Charge

Cost (Credit) (circle one) to Dispose of Existing Multi-Function Devices \$10,000.00\*\*

Annual Minimum Impressions Required to Secure Pricing none

Penalties Should the Annual Minimum Listed Above Not be Met none

### Additional Costs not Captured Above (provide costs and details below):

Multi Tray Finishers are included on the 5518A, 7518A and 5015AC models. 3518A, 4518A, 5018A and 3015AC models are all equipped with the Internal Finisher. Upgrading an Internal Finisher to a Multi Tray Finisher would add \$587.00 each. This would add \$205.23 each to the annual lease cost.

Punch Units are included on all 5518A, 7518A and 5015AC models. Additional Punch Units would be \$216.00 each. This would add \$75.44 each to the annual lease cost.

2500 Sheet Large Capacity Trays can be added to the 5518A and 7518A devices for \$617.00 each. This would add \$215.72 each to the annual lease cost.

2000 Sheet Large Capacity Trays can be added to the 3518A, 4518A, 5018A and 3015AC models for \$199.00 each. This would add \$69.57 each to the annual lease cost.

All devices come standard with ethernet connection. Wireless Cards can be added for \$332.00 each. This would add \$116.08 each to the annual lease cost

18 Fax Cards are included. Additional Fax Cards can be added for \$273.00 each. This would add \$95.45 each to the annual lease cost.

\*\*Adams Remco will send a rebate check for \$10,000.00 to Portage Public Schools upon completion of the installation of the new devices and removal of the old devices.

Lease is based on a three year, tax exempt lease with annual payments. Portage Public Schools will own the devices at the end of the three year lease term with no additional lease cost.

The black and white and color cost per impression will remain the same as stated above in year four and year five.

## ii. Pricing Summary – Traditional Laser Printers

As per the requirements outlined in this RFP, the proposer submits the following costs for consideration. Prices listed here shall be considered final – should there be conflicting pricing in any portion of a proposal, the following pricing shall supersede any discrepancy.

Price per B&W Impression up to 8"x14" .0099

Price per Color Impression up to 8"x14" .069

Total Annual Lease Cost for B&W Hardware if not Included in the Above \$768.44

Per Unit Annual Lease Cost Increase if a B&W Device Were to be Upgraded to Color if not Included in the Above \$147.89

Cost to Move a Device from One Location to Another No Charge

Cost/Credit (circle one) to Dispose of Existing Traditional Laser Printers none

Annual Minimum Impressions Required to Secure Pricing none

Penalties Should the Annual Minimum Listed Above Not be Met none

**Additional Costs not Captured Above (provide costs and details below):**

The cost per impression listed above will cover all existing printers not recommended for replacement or removal and the recommended new printers.

All replacement units proposed are new and currently in production.

The black and white and color cost per impression will remain the same as stated above in year four and year five.

We are recommending the removal and replacement of the E460dn printers in the Twelfth Street Elementary Media Center, Lake Center Elementary Lab, and Lake Center Elementary Media Center.

We are recommending the removal of the X463de's in the Lake Center Office and Twelfth Street Office with no replacement. If PPS elects to replace them, we would recommend Lexmark XM1246 MFP's. The cost would be \$1252.00 each and add \$437.73 each to the annual lease cost and would be covered under the cost per impression program listed above.

Only new Lexmark OEM parts and supplies will be used for this program.

### iii. Pricing Summary - Cost Accounting Software

As per the requirements outlined in this RFP, the proposer submits the following costs for consideration. Prices listed here shall be considered final – should there be conflicting pricing in any portion of a proposal, the following pricing shall supersede any discrepancy.

**Cost per year for copy/print cost accounting software** \$3149.78

**One time license costs for copy/print cost accounting software** none

HID Card Readers are available for \$185 each. This would add \$64.68 to the annual lease cost per reader.

The cost per year listed above is for three years Papercut Maintenance and Support to be added to the annual lease cost.

In year four and year five the cost to continue Papercut Maintenance and Support would be \$4004.00 per year based on one year renewals.

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
MEETING CONDUCTED VIRTUALLY  
APRIL 27, 2020, 6:30 P.M.**

**Note Page**

**VIII. Required Action Items**

1. Approve Easements with City of Portage (City of Portage)

**Recommended Motion:**

Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education authorize Ron Herron, Assistant Superintendent of Operations, to fully execute the easements with the City of Portage, as presented.



TO: Mark Bielang, Superintendent  
FROM: Ron Herron, Assistant Superintendent of Operations  
CC: Paula Johnson, Director of Finance  
DATE: April 20, 2020  
SUBJECT: City of Portage Bond Construction Easements (Central Middle School,  
Central Athletic Event Facility, North Middle School)

---

**Recommendation**

That the Board of Education authorize Ron Herron, Assistant Superintendent of Operations, to fully execute the easements with the City of Portage, as presented.

**Background Information**

As a part of our 2016 Bond Projects, we are required by the City of Portage to execute water main and/or storm easements. These easements are necessary because of the newly installed improvements to water main and sewer utility infrastructure. These easements were all required project utility updates for Central Middle School, Central Athletic Event Facility, and North Middle School. Also please note, the North Middle School easement is an amendment to a previously excepted water main easement.

The following action is needed to close out this project paperwork with the City of Portage:

1. We must also grant the City an easement and right-of-way that provides them access over, across, under and through the parcel where water main and sewer utilities are located. This will provide them future access to construct, operate, maintain, repair, and/or replace water main and sewer facilities. (See enclosed documents with exhibits.)

This action is a standard City of Portage requirement for water mains and sewer utilities located within the city and installed on taxpayer property. I am requesting the Board authorize me to execute these easements, which includes the “Bill of Sale and right-of-way grants” with the City of Portage.

Thank you for your consideration. I would be happy to answer any questions you may have.

Enclosures





### **WATER MAIN EASEMENT AND RIGHT-OF-WAY GRANT**

For and in consideration of the amount of less than One Hundred Dollars (\$100.00), receipt hereof is hereby acknowledged, the undersigned Portage Public Schools (Grantor), of 8240 South Westnedge Avenue, Portage, MI 49002, hereby granting and conveying to the City of Portage, a Municipal Corporation organized under the laws of the State of Michigan, with offices at City Hall, 7900 S. Westnedge Avenue, Portage, Michigan 49002 (Grantee), a permanent easement and right-of-way in which to construct, operate, maintain, repair, and/or replace water main facilities over, across, under and through the following parcel of land situated in the City of Portage, County of Kalamazoo, State of Michigan, and described as:

**See "Exhibit A"**

Including the right to enter upon said easement and right-of-way through the parent parcel, if necessary, for the purpose of construction, operation, maintenance, repair, and/or replacement thereof and the right to remove trees, bushes, undergrowth and other obstructions interfering with the location, construction, or maintenance of said water main facilities, and that Grantee may use property adjacent to Grantees easement temporarily in connection with the construction, operation, maintenance, repair, or replacement of said facilities. Grantee shall restore the easement area to as near original condition as possible, trees and shrubs excepted.

The Grantor does hereby covenant with Grantee that it is lawfully seized and possessed of the real estate above described, and that it has a good and lawful right to convey it or any part of it, that it is free from all encumbrances, and that it will forever warrant and defend the title thereto, and the easement granted hereby against the lawful claims of all persons whatsoever.

Grantor agrees that no building or construction of any kind or nature will be placed upon the above-described easement and right-of-way without the prior written consent of the Grantee, its successors or assigns.

Grantor further agrees to save and hold the Grantee harmless from any and all claims, debts, causes of action, or judgments for any damage to property and/or injury to any person which may arise out of any construction or the use of the easement area or right-of-way by the Grantor, its agents, employees, representatives or contractors.

This conveyance includes a release of any and all claims to damage from whatsoever cause arising from or incidental to Grantees use of the easement or right-of-way, or exercise of any of the rights and powers of the Grantee herein.

This instrument shall be binding and inure to the benefit of the party hereto their heirs, successors and assigns.

This easement is exempt from transfer tax pursuant to MCL 207.505(5)(a) and MCL 207.526(6)(a).

**[Signatures on Following Page]**

Portage Public Schools:

Ronald L. Herron  
Name: Ronald L. Herron  
Its: Assistant Superintendent of Operations

Name: \_\_\_\_\_  
Its: \_\_\_\_\_

STATE OF MICHIGAN )  
                                  )SS.  
COUNTY OF KALAMAZOO )

On this 19th day of February, 2020, before me personally came the above, Ronald L. Herron and \_\_\_\_\_ for Portage Public Schools, who acknowledges that he/she has read the foregoing easement and knows the contents thereof, and that they have the authority to execute the foregoing easement grant, and acknowledges that they executed the same as a free act and deed.

Barbara H. Atkinson, Notary Public

Berrien County, Michigan Acting in  
Kalamazoo County, MI  
My commission expires: 12-11-2025



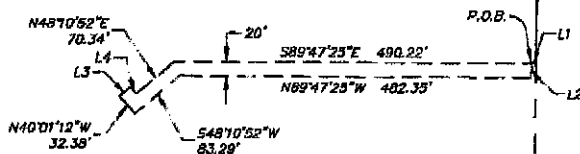
When Recorded Return To:  
City of Portage Department of Community Development  
7900 S. Westnedge Avenue  
Portage, MI 49002

THIS INSTRUMENT PREPARED BY:  
Sherman Potter  
City of Portage Department of Transportation and Utilities  
7719 South Westnedge Avenue  
Portage, MI 49002

# EXHIBIT

SEE SHEET 2  
FOR LEGAL DESCRIPTION

NORTHEAST CORNER OF  
SEC 21, T03S, R11W



LINE DATA		
LINE #	BEARING	DISTANCE
L1	N89°47'25\"W	6.42'
L2	S00°44'27\"W	20.00'
L3	N48°10'52\"E	20.00'
L4	S40°01'12\"E	12.37'

**S. WESTNEDGE AVENUE**  
(66' WIDE PUBLIC RIGHT OF WAY)

S00°44'27\"W 1788.57' EAST LINE OF SEC 21, T03S, R11W

EAST 1/4 CORNER OF  
SEC 21, T03S, R11W

SCALE: 1"=200'



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Detroit, MI - 734-366-8433

FOR

**PORTAGE PUBLIC SCHOOLS**  
8107 MUSTANG DRIVE  
PORTAGE, MICHIGAN 49002

IN NE 1/4 OF SECTION 21, T. 03 S., R. 11 W.

DATE 07/15/2019

DRAWN BY MJD

2 SHEET 1 OF 2

JOB No. 1850370.5A

# EXHIBIT

## LEGAL DESCRIPTION 20' WIDE EASEMENT

SITUATED IN THE CITY OF PORTAGE, COUNTY OF KALAMAZOO, STATE OF MICHIGAN AND DESCRIBED AS FOLLOWS:

PART OF THE NORTHEAST 1/4 OF SECTION 21, TOWN 03 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 21; THENCE ALONG THE EAST LINE OF SAID SECTION 21, SOUTH 00 DEGREES 44 MINUTES 27 SECONDS WEST 860.56 FEET; THENCE NORTH 89 DEGREES 47 MINUTES 25 SECONDS WEST 6.42 FEET FOR THE POINT OF BEGINNING; THENCE PARALLEL WITH SAID EAST LINE, SOUTH 00 DEGREES 44 MINUTES 27 SECONDS WEST 20.00 FEET; THENCE NORTH 89 DEGREES 47 MINUTES 25 SECONDS WEST 482.35 FEET; THENCE SOUTH 48 DEGREES 10 MINUTES 52 SECONDS WEST 83.28 FEET; THENCE NORTH 40 DEGREES 01 MINUTES 12 SECONDS WEST 32.38 FEET; THENCE NORTH 48 DEGREES 10 MINUTES 52 SECONDS EAST 20.00 FEET; THENCE SOUTH 40 DEGREES 01 MINUTES 12 SECONDS EAST 12.37 FEET; THENCE NORTH 48 DEGREES 10 MINUTES 52 SECONDS EAST 70.34 FEET; THENCE SOUTH 89 DEGREES 47 MINUTES 25 SECONDS EAST 490.22 FEET TO THE POINT OF BEGINNING. SUBJECT TO EASEMENTS, RESTRICTIONS, AND RIGHTS OF WAY APPARENT AND OF RECORD. SAID EASEMENT CONTAINS 0.27± ACRES (11,709± SQ. FT.).



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FOR

**PORTAGE PUBLIC SCHOOLS**  
8107 MUSTANG DRIVE  
PORTAGE, MICHIGAN 49002

IN NE 1/4 OF SECTION 21, T. 03 S., R. 11 W.

DATE 07/15/2019

DRAWN BY MJD

2 SHEET 2 OF 2

JOB No. 1850370.5A

File Name: N:\Kalamazoo\Projects\2018\1850370.5A - Portage TPM's\dwg\1850370-ESMT WEST 20' WIDE 20' WIDE 7/15/2019 5:22:54 PM

03/03/2020 11:35:05 AM Page 5 of 5

Timothy A. Snow County Clerk/Register Kalamazoo County, MI

BILL OF SALE

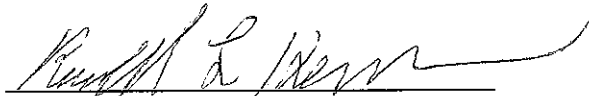
Portage Public Schools, a Michigan Corporation, hereinafter "Seller", of, 8107 Mustang Drive, Portage, MI 49002 hereby sells to THE CITY OF PORTAGE, a Michigan Municipal Corporation, hereinafter "Purchaser", of 7900 South Westnedge Avenue, Portage, Michigan 49002, the following goods for the price of One Dollar (\$1.00) and other good and valuable consideration, the receipt of which is hereby acknowledged.

Description of goods:

Seller warrants title to the goods.

Dated: April 20, 2020


(SELLER)

By:   
Ronald L. Herron

Its: Assistant Superintendent of Operations

STATE OF MICHIGAN )  
  )SS  
COUNTY OF KALAMAZOO )

On this 20th day of April, 2020, before me, a Notary Public, in and for said County, personally appeared Ronald L. Herron, to me known to be the same persons described in and who executed the within instrument, who acknowledged the same to be their free act and deed.

, Notary Public  
Kalamazoo County, Michigan  
My Commission Expires: 04/22/2025



### **STORM SEWER EASEMENT AND RIGHT-OF-WAY GRANT**

For and in consideration of the amount of less than One Hundred Dollars (\$100.00), receipt hereof is hereby acknowledged, the undersigned Portage Public Schools (Grantor), of 8240 South Westnedge Avenue, Portage, MI 49002, hereby granting and conveying to the City of Portage, a Municipal Corporation organized under the laws of the State of Michigan, with offices at City Hall, 7900 S. Westnedge Avenue, Portage, Michigan 49002 (Grantee), a permanent easement and right-of-way in which to construct, operate, maintain, repair, and/or replace storm sewer facilities over, across, under and through the following parcel of land situated in the City of Portage, County of Kalamazoo, State of Michigan, and described as:

**See "Exhibit A"**

Including the right to enter upon said easement and right-of-way through the parent parcel, if necessary, for the purpose of construction, operation, maintenance, repair, and/or replacement thereof and the right to remove trees, bushes, undergrowth and other obstructions interfering with the location, construction, or maintenance of said storm sewer facilities, and that Grantee may use property adjacent to Grantees easement temporarily in connection with the construction, operation, maintenance, repair, or replacement of said facilities. Grantee shall restore the easement area to as near original condition as possible, trees and shrubs excepted.

The Grantor does hereby covenant with Grantee that it is lawfully seized and possessed of the real estate above described, and that it has a good and lawful right to convey it or any part of it, that it is free from all encumbrances, and that it will forever warrant and defend the title thereto, and the easement granted hereby against the lawful claims of all persons whatsoever.

Grantor agrees that no building or construction of any kind or nature will be placed upon the above-described easement and right-of-way without the prior written consent of the Grantee, its successors or assigns.

Grantor further agrees to save and hold the Grantee harmless from any and all claims, debts, causes of action, or judgments for any damage to property and/or injury to any person which may arise out of any construction or the use of the easement area or right-of-way by the Grantor, its agents, employees, representatives or contractors.

This conveyance includes a release of any and all claims to damage from whatsoever cause arising from or incidental to Grantees use of the easement or right-of-way, or exercise of any of the rights and powers of the Grantee herein.

This instrument shall be binding and inure to the benefit of the party hereto their heirs, successors and assigns.

This easement is exempt from transfer tax pursuant to MCL 207.505(5)(a) and MCL 207.526(6)(a).

**[Signatures on Following Page]**

Portage Public Schools:

*Ronald L. Herron*

Name: Ronald L. Herron

Its: Assistant Superintendent of Operations

Name: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF MICHIGAN )  
                                  )SS.  
COUNTY OF KALAMAZOO )

On this 19<sup>th</sup> day of February, 2020, before me personally came the above, Ronald L. Herron and \_\_\_\_\_ for Portage Public Schools, who acknowledges that he/she has read the foregoing easement and knows the contents thereof, and that they have the authority to execute the foregoing easement grant, and acknowledges that they executed the same as a free act and deed.

*Barbara H. Atkinson* Notary Public

Berrien County, Michigan Acting in  
Kalamazoo County, MI  
My commission expires: 12-11-2025

BARBARA H. ATKINSON  
NOTARY PUBLIC - MICHIGAN  
BERRIEN COUNTY  
ACTING IN THE COUNTY OF Kalamazoo  
MY COMMISSION EXPIRES 12-11-2025

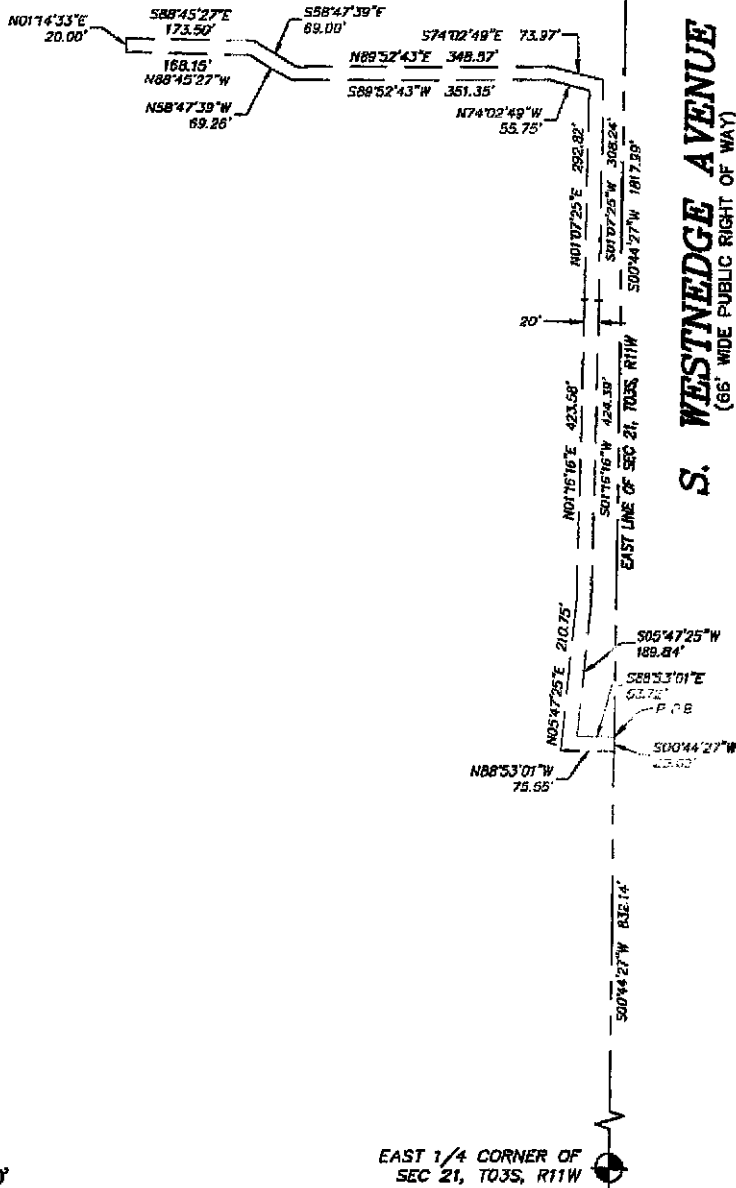
When Recorded Return To:  
City of Portage Department of Community Development  
7900 S. Westnedge Avenue  
Portage, MI 49002

THIS INSTRUMENT PREPARED BY:  
Sherman Potter  
City of Portage Department of Transportation and Utilities  
7719 South Westnedge Avenue  
Portage, MI 49002

# EXHIBIT

SEE SHEET 2  
FOR LEGAL DESCRIPTION

NORTHEAST CORNER OF  
SEC 21, T03S, R11W



**S. WESTNEDGE AVENUE**  
(66' WIDE PUBLIC RIGHT OF WAY)

EAST 1/4 CORNER OF  
SEC 21, T03S, R11W

SCALE: 1"=200'



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Detroit, MI - 734-388-9483

FOR

**PORTAGE PUBLIC SCHOOLS**  
8107 MUSTANG DRIVE  
PORTAGE, MICHIGAN 49002

IN NE 1/4 OF SECTION 21, T. 03 S., R. 11 W.

DATE 07/15/2018

DRAWN BY MJD

2 SHEET 1 OF 2

JOB No. 1850370.5A

# EXHIBIT

## LEGAL DESCRIPTION 20' WIDE EASEMENT

SITUATED IN THE CITY OF PORTAGE, COUNTY OF KALAMAZOO, STATE OF MICHIGAN AND DESCRIBED AS FOLLOWS:

PART OF THE NORTHEAST 1/4 OF SECTION 21, TOWN 03 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 21; THENCE ALONG THE EAST LINE OF SAID SECTION 21, SOUTH 00 DEGREES 44 MINUTES 27 SECONDS WEST 1817.99 FEET FOR THE POINT OF BEGINNING; THENCE CONTINUING ALONG SAID EAST LINE, SOUTH 00 DEGREES 44 MINUTES 27 SECONDS WEST 20.00 FEET; THENCE NORTH 88 DEGREES 53 MINUTES 01 SECONDS WEST 75.55 FEET; THENCE NORTH 05 DEGREES 47 MINUTES 25 SECONDS EAST 210.75 FEET; THENCE NORTH 01 DEGREES 16 MINUTES 16 SECONDS EAST 423.58 FEET; THENCE NORTH 01 DEGREES 07 MINUTES 25 SECONDS EAST 292.82 FEET; THENCE NORTH 74 DEGREES 02 MINUTES 49 SECONDS WEST 55.75 FEET; THENCE SOUTH 89 DEGREES 52 MINUTES 43 SECONDS WEST 351.35 FEET; THENCE NORTH 58 DEGREES 47 MINUTES 39 SECONDS WEST 69.28 FEET; THENCE NORTH 88 DEGREES 45 MINUTES 27 SECONDS WEST 168.15 FEET; THENCE NORTH 01 DEGREES 14 MINUTES 33 SECONDS EAST 20.00 FEET; THENCE SOUTH 88 DEGREES 45 MINUTES 27 SECONDS EAST 173.50 FEET; THENCE SOUTH 58 DEGREES 47 MINUTES 39 SECONDS EAST 69.00 FEET; THENCE NORTH 89 DEGREES 52 MINUTES 43 SECONDS EAST 348.57 FEET; THENCE SOUTH 74 DEGREES 02 MINUTES 49 SECONDS EAST 73.97 FEET; THENCE SOUTH 01 DEGREES 07 MINUTES 25 SECONDS WEST 308.24 FEET; THENCE SOUTH 01 DEGREES 16 MINUTES 16 SECONDS WEST 424.39 FEET; THENCE SOUTH 05 DEGREES 47 MINUTES 25 SECONDS WEST 189.84 FEET; THENCE SOUTH 88 DEGREES 53 MINUTES 01 SECONDS EAST 53.72 FEET TO THE POINT OF BEGINNING. SUBJECT TO EASEMENTS, RESTRICTIONS, AND RIGHT OF WAY APPARENT AND OF RECORD. SAID EASEMENT CONTAINS 0.75± ACRES (32,884± SQ. FT.).



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FOR

**PORTAGE PUBLIC SCHOOLS**  
8107 MUSTANG DRIVE  
PORTAGE, MICHIGAN 49002

IN NE 1/4 OF SECTION 21, T. 03 S., R. 11 W.

DATE 07/15/2019

DRAWN BY MJD

2 SHEET 2 OF 2

JOB No. 1850370.5A

File Name: N:\Kalamazoo\Projects\2019\1850370.5A - Portage TPM's\dwg\1850370-ESMT 2019060730-ESM.dwg 7/19/2019 11:42:05 AM

03/03/2020 10:45:47 AM Page 5 of 5

Timothy A. Snow County Clerk/Register Kalamazoo County, MI

BILL OF SALE

Portage Public Schools, a Michigan Corporation, hereinafter "Seller", of, 8107 Mustang Drive, Portage, MI 49002 hereby sells to THE CITY OF PORTAGE, a Michigan Municipal Corporation, hereinafter "Purchaser", of 7900 South Westnedge Avenue, Portage, Michigan 49002, the following goods for the price of One Dollar (\$1.00) and other good and valuable consideration, the receipt of which is hereby acknowledged.

Description of goods:

Seller warrants title to the goods.

Dated: April 20, 2020

(SELLER)

By: *Ronald L. Herron*  
Ronald L. Herron

Its: Assistant Superintendent of Operations

STATE OF MICHIGAN )  
  )SS  
COUNTY OF KALAMAZOO )

On this 20th day of April, 2020, before me, a Notary Public, in and for said County, personally appeared Ronald L. Herron, to me known to be the same persons described in and who executed the within instrument, who acknowledged the same to be their free act and deed.

*Christina Augustus*, Notary Public  
Kalamazoo County, Michigan  
My Commission Expires: 04/22/2025



### **WATER MAIN EASEMENT AND RIGHT-OF-WAY GRANT**

For and in consideration of the amount of less than One Hundred Dollars (\$100.00), receipt hereof is hereby acknowledged, the undersigned Portage Public Schools (Grantor), of 8111 South Westnedge Avenue, Portage, MI 49002, hereby granting and conveying to the City of Portage, a Municipal Corporation organized under the laws of the State of Michigan, with offices at City Hall, 7900 S. Westnedge Avenue, Portage, Michigan 49002 (Grantee), a permanent easement and right-of-way in which to construct, operate, maintain, repair, and/or replace water main facilities over, across, under and through the following parcel of land situated in the City of Portage, County of Kalamazoo, State of Michigan, and described as:

**See "Exhibit A"**

Including the right to enter upon said easement and right-of-way through the parent parcel, if necessary, for the purpose of construction, operation, maintenance, repair, and/or replacement thereof and the right to remove trees, bushes, undergrowth and other obstructions interfering with the location, construction, or maintenance of said water main facilities, and that Grantee may use property adjacent to Grantees easement temporarily in connection with the construction, operation, maintenance, repair, or replacement of said facilities. Grantee shall restore the easement area to as near original condition as possible, trees and shrubs excepted.

The Grantor does hereby covenant with Grantee that it is lawfully seized and possessed of the real estate above described, and that it has a good and lawful right to convey it or any part of it, that it is free from all encumbrances, and that it will forever warrant and defend the title thereto, and the easement granted hereby against the lawful claims of all persons whatsoever.

Grantor agrees that no building or construction of any kind or nature will be placed upon the above-described easement and right-of-way without the prior written consent of the Grantee, its successors or assigns.

Grantor further agrees to save and hold the Grantee harmless from any and all claims, debts, causes of action, or judgments for any damage to property and/or injury to any person which may arise out of any construction or the use of the easement area or right-of-way by the Grantor, its agents, employees, representatives or contractors.

This conveyance includes a release of any and all claims to damage from whatsoever cause arising from or incidental to Grantees use of the easement or right-of-way, or exercise of any of the rights and powers of the Grantee herein.

This instrument shall be binding and inure to the benefit of the party hereto their heirs, successors and assigns.

This easement is exempt from transfer tax pursuant to MCL 207.505(5)(a) and MCL 207.526(6)(a).

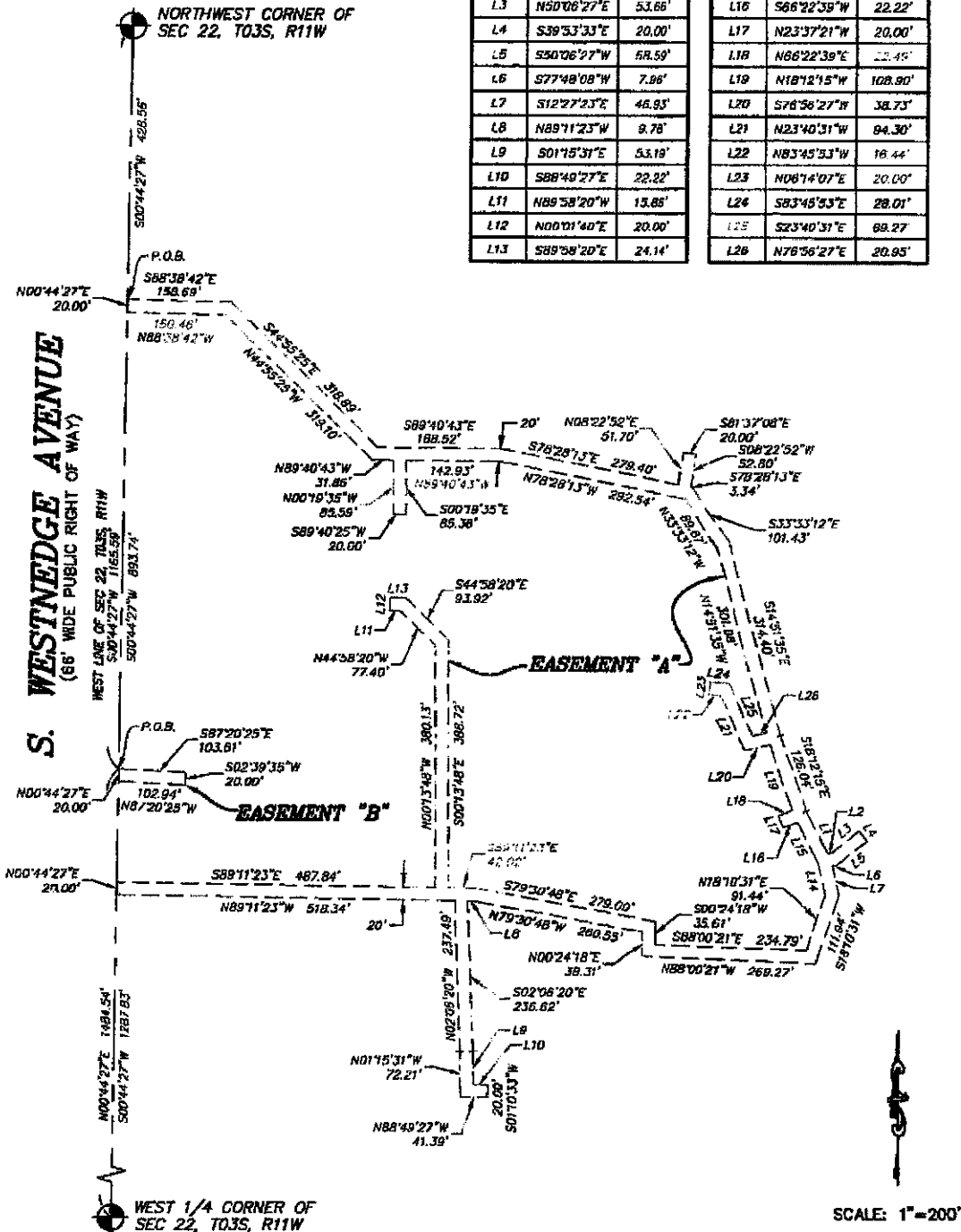
**[Signatures on Following Page]**

# EXHIBIT A

SEE SHEET 2  
FOR LEGAL DESCRIPTION

LINE DATA		
LINE #	BEARING	DISTANCE
L1	S27°22'47"E	74.35'
L2	N77°48'08"E	5.42'
L3	N60°08'27"E	53.66'
L4	S39°53'33"E	20.00'
L5	S50°06'27"W	58.59'
L6	S77°48'08"W	7.86'
L7	S12°27'23"E	46.93'
L8	N89°11'23"W	9.78'
L9	S01°15'31"E	53.18'
L10	S88°49'27"E	22.22'
L11	N89°58'20"W	15.85'
L12	N00°01'40"E	20.00'
L13	S89°58'20"E	24.14'

LINE DATA		
LINE #	BEARING	DISTANCE
L14	N12°27'23"W	50.19'
L15	N27°22'47"W	72.13'
L16	S66°22'39"W	22.22'
L17	N23°37'21"W	20.00'
L18	N66°22'39"E	22.45'
L19	N18°12'15"W	108.90'
L20	S76°56'27"W	38.73'
L21	N23°40'31"W	84.30'
L22	N83°45'53"W	16.44'
L23	N08°14'07"E	20.00'
L24	S83°45'53"E	28.01'
L25	S23°40'31"E	69.27'
L26	N76°56'27"E	20.95'



<p><b>DRIESING &amp; ASSOCIATES, INC.</b> Engineering • Surveying • Testing www.driesing.com</p>	FOR	<b>PORTAGE PUBLIC SCHOOLS</b> 8107 MUSTANG DRIVE PORTAGE, MICHIGAN 49002
	IN NW 1/4 OF SECTION 22, T. 03 S., R. 11 W.	
Holland, MI - 616-366-0255 Grand Rapids, MI - 616-246-3800	Kalamazoo, MI - 269-544-1455 Detroit, MI - 734-368-9483	DATE 07/18/2019 DRAWN BY MJD
SHEET 1 OF 3		JOB No. 1850370.5A

# EXHIBIT

## LEGAL DESCRIPTION 20' WIDE EASEMENT

### EASEMENT "B"

SITUATED IN THE CITY OF PORTAGE, COUNTY OF KALAMAZOO, STATE OF MICHIGAN AND DESCRIBED AS FOLLOWS:

PART OF THE NORTHWEST 1/4 OF SECTION 22, TOWN 03 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 22; THENCE ALONG THE WEST LINE OF SAID SECTION 22, SOUTH 00 DEGREES 44 MINUTES 27 SECONDS WEST 1165.59 FEET FOR THE POINT OF BEGINNING; THENCE SOUTH 87 DEGREES 20 MINUTES 25 SECONDS EAST 103.61 FEET; THENCE SOUTH 02 DEGREES 39 MINUTES 35 SECONDS WEST 20.00 FEET; THENCE NORTH 87 DEGREES 20 MINUTES 25 SECONDS WEST 102.94 FEET TO THE WEST LINE OF SAID SECTION 22; THENCE ALONG SAID WEST LINE, NORTH 00 DEGREES 44 MINUTES 27 SECONDS EAST 20.00 FEET TO THE POINT OF BEGINNING. SUBJECT TO EASEMENTS, RESTRICTIONS, AND RIGHTS OF WAY APPARENT AND OF RECORD. SAID EASEMENT CONTAINS 0.05± ACRES (2,084± SQ. FT.).



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Grand Rapids, MI - 616-249-3000

Kalamazoo, MI - 269-544-1455  
Detroit, MI - 734-368-8485

FOR

**PORTAGE PUBLIC SCHOOLS**  
8107 MUSTANG DRIVE  
PORTAGE, MICHIGAN 49002

IN NW 1/4 OF SECTION 22, T. 03 S., R. 11 W.

DATE 07/18/2019

DRAWN BY MJD

3 SHEET 3 OF 3

JOB No. 1850370.5A

BILL OF SALE

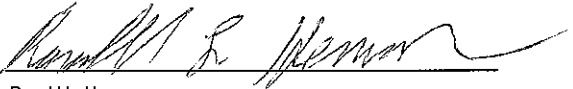
Portage Public Schools, a Michigan Corporation, hereinafter "Seller", of, 8107 Mustang Drive, Portage, MI 49002 hereby sells to THE CITY OF PORTAGE, a Michigan Municipal Corporation, hereinafter "Purchaser", of 7900 South Westnedge Avenue, Portage, Michigan 49002, the following goods for the price of One Dollar (\$1.00) and other good and valuable consideration, the receipt of which is hereby acknowledged.

Description of goods:

Seller warrants title to the goods.

Dated: April 20, 2020

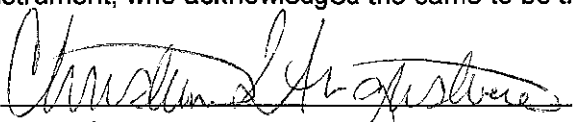
(SELLER)

By:   
Ronald L. Herron

Its: Assistant Superintendent of Operations

STATE OF MICHIGAN )  
                                  )SS  
COUNTY OF KALAMAZOO )

On this 20th day of April, 2020, before me, a Notary Public, in and for said County, personally appeared Ronald L. Herron, to me known to be the same persons described in and who executed the within instrument, who acknowledged the same to be their free act and deed.

, Notary Public  
Kalamazoo County, Michigan

My Commission Expires: 04/22/2025

**AMENDMENT TO WATER MAIN EASEMENT AND RIGHT OF WAY GRANT**

THIS IS AN AMENDMENT TO THE WATER MAIN EASEMENT AND RIGHT OF WAY GRANT recorded August 28, 2019 as Instrument No. 2019-025061 of Kalamazoo County Records ("Easement"), and is made by and among Portage Public Schools, whose address is 1010 West Milham Ave, Portage, MI, 49024 ("Organization"), and the City of Portage, a Municipal Corporation organized under the laws of the State of Michigan, with offices at City Hall, 7900 S. Westnedge Avenue, Portage, Michigan 49002 ("City").

**RECITALS**

WHEREAS, the Organization and the City are parties to the Easement, which permits for the City to establish, install, repair, maintain and replace water mains, pipes, facilities and/or related equipment and covers a parcel of property in Section 4 of Town 3 South, Range 11 West as described in the Easement ("Easement Parcel"), and

WHEREAS, it has been determined that water main related facilities were constructed outside of the Easement Parcel, and the parties desire to amend the Easement so that the portion of the Easement running across property owned by Organization covers the constructed locations of the water main facilities, as set forth hereafter.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is acknowledged by the parties, the parties agree that the description of the portion of Easement Parcel that is located within property owned by Organization shall hereafter be reflected on Exhibit "A" attached hereto.

Except as set forth herein, the remaining terms and provisions of the Easement are ratified and unchanged.

This easement is exempt from transfer tax pursuant to MCL 207.505(5)(a) and MCL 207.526(6)(a), the consideration being less than One Hundred Dollars (\$100.00).

**[Signatures on Following Page]**

**Portage Public Schools**

By: *Ronald L. Herron*  
Name: Ronald L. Herron  
Its: Assistant Superintendent of Operations

STATE OF MICHIGAN        )  
  )SS.  
COUNTY OF KALAMAZOO )

On this 20<sup>th</sup> day of April, 2020, before me personally came the above named Ronald L. Herron, to me personally known, who being duly sworn did and each for himself say that he is the Assistant Superintendent of Operations for Portage Public Schools, who acknowledges that he/she has read the foregoing easement amendment and knows the content thereof, and that they have the authority to execute the foregoing easement amendment, and acknowledges that they executed the same as a free act and deed.

*Christopher August*, Notary Public  
Kalamazoo County, Michigan  
My commission expires: 04/22/2025

**City of Portage**

By: \_\_\_\_\_  
Its: \_\_\_\_\_

STATE OF MICHIGAN        )  
  )SS.  
COUNTY OF KALAMAZOO )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2020, before me personally came the above named \_\_\_\_\_, to me personally known, who being duly sworn did and each for himself say that he is the \_\_\_\_\_ for the City of Portage and that said instrument was the free act and deed of the City of Portage.

\_\_\_\_\_, Notary Public  
\_\_\_\_\_ County, Michigan  
My commission expires: \_\_\_\_\_

WHEN RECORDED RETURN TO:

City of Portage Department of Community Development  
7900 S. Westnedge Avenue  
Portage, MI 49002

THIS INSTRUMENT PREPARED BY:

John Lovely  
City of Portage Department of Community Development  
7900 S. Westnedge Avenue  
Portage, MI 49002

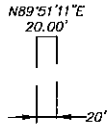
# EXHIBIT "A"

SEE SHEET 2  
FOR LEGAL DESCRIPTION

CENTER CORNER  
SEC. 04, T03S, R11W

PARCEL LINE DATA		
LINE #	BEARING	DISTANCE
L1	S00°24'24"W	3.53'
L2	N69°35'36"W	20.00'
L3	N00°24'24"E	3.53'
L4	S40°08'07"W	37.68'
L5	S07°27'20"E	4.79'
L6	N82°32'40"E	3.90'
L7	S07°27'20"E	20.00'
L8	S82°32'40"W	3.90'
L9	S07°27'20"E	47.81'
L10	N48°29'20"E	30.30'
L11	N04°02'28"W	74.34'
L12	N85°57'32"E	20.00'

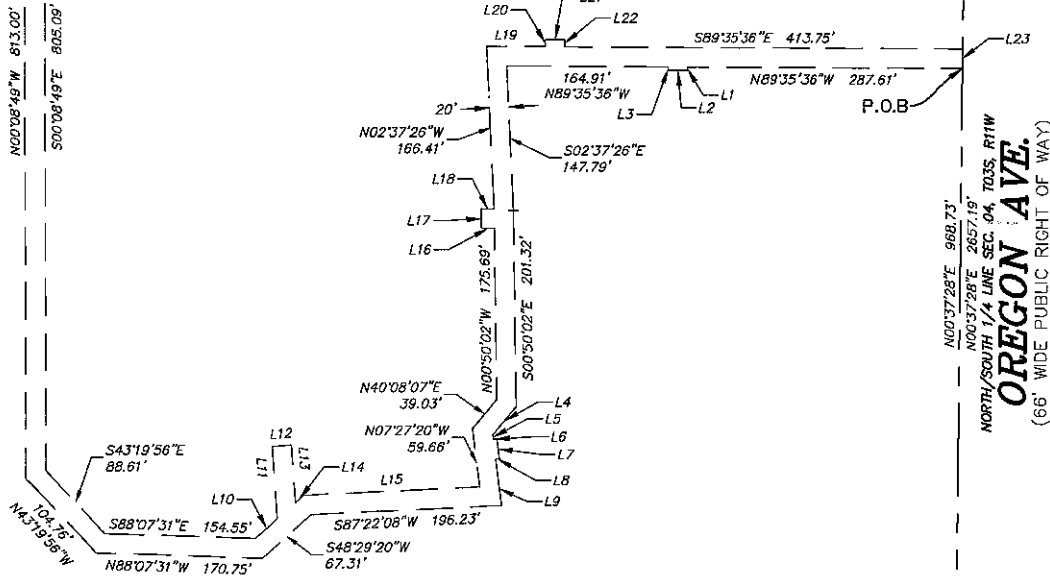
PARCEL LINE DATA		
LINE #	BEARING	DISTANCE
L13	S04°02'28"E	59.01'
L14	N48°29'20"E	10.92'
L15	N87°22'08"E	181.53'
L16	S89°09'58"W	13.39'
L17	N00°50'02"W	20.00'
L18	N69°09'58"E	13.33'
L19	S89°35'36"E	59.93'
L20	N00°24'24"E	7.28'
L21	S89°35'36"E	20.00'
L22	S00°24'24"W	7.28'
L23	S00°37'28"W	20.00'



N89°51'11"E  
20.00'

N00°08'49"W 813.00'

S00°08'49"E 805.09'



N00°37'28"E 968.73'  
 N00°37'28"E 2657.19'  
 NORTH/SOUTH 1/4 LINE SEC. 04, T03S, R11W  
**OREGON AVE.**  
 (66' WIDE PUBLIC RIGHT OF WAY)

FOUND MONUMENT  
SOUTH 1/4 CORNER  
SEC. 04, T03S, R11W

SCALE: 1"=150'

**DRIESENKA & ASSOCIATES, INC.**  
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 Grand Rapids, MI - 616-249-3800

Kalamazoo, MI - 269-544-1455  
 Detroit, MI - 734-368-9483

FOR  
**PORTAGE PUBLIC SCHOOLS**  
 8107 MUSTANG DRIVE  
 PORTAGE, MICHIGAN 49002

IN SW 1/4 OF SECTION 04, T. 03 S., R. 11 W.

DATE 10/30/2019	DRAWN BY MJD
SHEET 1 OF 2	JOB No. 1850370.5A

# EXHIBIT "A"

## LEGAL DESCRIPTION 20' WIDE EASEMENT

SITUATED IN THE CITY OF PORTAGE, COUNTY OF KALAMAZOO, STATE OF MICHIGAN AND DESCRIBED AS FOLLOWS:

PART OF THE SOUTHWEST 1/4 OF SECTION 04, TOWN 03 SOUTH, RANGE 11 WEST, CITY OF PORTAGE, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTH 1/4 CORNER OF SAID SECTION 04; THENCE ALONG THE NORTH AND SOUTH 1/4 LINE OF SAID SECTION 04, NORTH 00 DEGREES 37 MINUTES 28 SECONDS EAST 968.73 FEET FOR THE POINT OF BEGINNING; THENCE NORTH 89 DEGREES 35 MINUTES 36 SECONDS WEST 287.61 FEET; THENCE SOUTH 00 DEGREES 24 MINUTES 24 SECONDS WEST 3.53 FEET; THENCE NORTH 89 DEGREES 35 MINUTES 36 SECONDS WEST 20.00 FEET; THENCE NORTH 00 DEGREES 24 MINUTES 24 SECONDS EAST 3.53 FEET; THENCE NORTH 89 DEGREES 35 MINUTES 36 SECONDS WEST 164.91 FEET; THENCE SOUTH 02 DEGREES 37 MINUTES 26 SECONDS EAST 147.79 FEET; THENCE SOUTH 00 DEGREES 50 MINUTES 02 SECONDS EAST 201.32 FEET; THENCE SOUTH 40 DEGREES 08 MINUTES 07 SECONDS WEST 37.68 FEET; THENCE SOUTH 07 DEGREES 27 MINUTES 20 SECONDS EAST 4.79 FEET; THENCE NORTH 82 DEGREES 32 MINUTES 40 SECONDS EAST 3.90 FEET; THENCE SOUTH 07 DEGREES 27 MINUTES 20 SECONDS EAST 20.00 FEET; THENCE SOUTH 82 DEGREES 32 MINUTES 40 SECONDS WEST 3.90 FEET; THENCE SOUTH 07 DEGREES 27 MINUTES 20 SECONDS EAST 47.81 FEET; THENCE SOUTH 87 DEGREES 22 MINUTES 08 SECONDS WEST 196.23 FEET; THENCE SOUTH 48 DEGREES 29 MINUTES 20 SECONDS WEST 67.31 FEET; THENCE NORTH 88 DEGREES 07 MINUTES 31 SECONDS WEST 170.75 FEET; THENCE NORTH 43 DEGREES 19 MINUTES 56 SECONDS WEST 104.76 FEET; THENCE NORTH 00 DEGREES 08 MINUTES 49 SECONDS WEST 813.00 FEET; THENCE NORTH 89 DEGREES 51 MINUTES 11 SECONDS EAST 20.00 FEET; THENCE SOUTH 00 DEGREES 08 MINUTES 49 SECONDS EAST 805.09 FEET; THENCE SOUTH 43 DEGREES 19 MINUTES 56 SECONDS EAST 88.61 FEET; THENCE SOUTH 88 DEGREES 07 MINUTES 31 SECONDS EAST 154.55 FEET; THENCE NORTH 48 DEGREES 29 MINUTES 20 SECONDS EAST 30.30 FEET; THENCE NORTH 04 DEGREES 02 MINUTES 28 SECONDS WEST 74.34 FEET; THENCE NORTH 85 DEGREES 57 MINUTES 32 SECONDS EAST 20.00 FEET; THENCE SOUTH 04 DEGREES 02 MINUTES 28 SECONDS EAST 59.01 FEET; THENCE NORTH 48 DEGREES 29 MINUTES 20 SECONDS EAST 10.92 FEET; THENCE NORTH 87 DEGREES 22 MINUTES 08 SECONDS EAST 181.53 FEET; THENCE NORTH 07 DEGREES 27 MINUTES 20 SECONDS WEST 59.66 FEET; THENCE NORTH 40 DEGREES 08 MINUTES 07 SECONDS EAST 39.03 FEET; THENCE NORTH 00 DEGREES 50 MINUTES 02 SECONDS WEST 175.69 FEET; THENCE SOUTH 89 DEGREES 09 MINUTES 58 SECONDS WEST 13.39 FEET; THENCE NORTH 00 DEGREES 50 MINUTES 02 SECONDS WEST 20.00 FEET; THENCE NORTH 89 DEGREES 09 MINUTES 58 SECONDS EAST 13.33 FEET; THENCE NORTH 02 DEGREES 37 MINUTES 26 SECONDS WEST 166.41 FEET; THENCE SOUTH 89 DEGREES 35 MINUTES 36 SECONDS EAST 59.93 FEET; THENCE NORTH 00 DEGREES 24 MINUTES 24 SECONDS EAST 7.28 FEET; THENCE SOUTH 89 DEGREES 35 MINUTES 36 SECONDS EAST 20.00 FEET; THENCE SOUTH 00 DEGREES 24 MINUTES 24 SECONDS WEST 7.28 FEET; THENCE SOUTH 89 DEGREES 35 MINUTES 36 SECONDS EAST 413.75 FEET TO THE NORTH AND SOUTH 1/4 LINE OF SAID SECTION 04; THENCE ALONG SAID NORTH AND SOUTH 1/4 LINE, SOUTH 00 DEGREES 37 MINUTES 28 SECONDS WEST 20.00 FEET TO THE POINT OF BEGINNING. SUBJECT TO EASEMENTS, RESTRICTIONS, AND RIGHTS OF WAY APPARENT AND OF RECORD. SAID EASEMENT CONTAINS 1.08± ACRES (47,241± SQ. FT.).



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FOR

**PORTAGE PUBLIC SCHOOLS**  
8107 MUSTANG DRIVE  
PORTAGE, MICHIGAN 49002

IN SW 1/4 OF SECTION 04, T. 03 S., R. 11 W.

DATE 10/30/2019

DRAWN BY MJD

SHEET 2 OF 2

JOB No. 1850370.5A

BILL OF SALE


Portage Public Schools, a Michigan Corporation, hereinafter "Seller", of, 8107 Mustang Drive, Portage, MI 49002 hereby sells to THE CITY OF PORTAGE, a Michigan Municipal Corporation, hereinafter "Purchaser", of 7900 South Westnedge Avenue, Portage, Michigan 49002, the following goods for the price of One Dollar (\$1.00) and other good and valuable consideration, the receipt of which is hereby acknowledged.

Description of goods:

Seller warrants title to the goods.

Dated: April 20, 2020


(SELLER)

By:   
Ronald L. Herron

Its: Assistant Superintendent of Operations

STATE OF MICHIGAN     )  
  )SS  
COUNTY OF KALAMAZOO )

On this 20th day of April, 2020, before me, a Notary Public, in and for said County, personally appeared Ronald L. Herron, to me known to be the same persons described in and who executed the within instrument, who acknowledged the same to be their free act and deed.

, Notary Public  
Kalamazoo County, Michigan

My Commission Expires: 04/20/2025

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
MEETING CONDUCTED VIRTUALLY  
APRIL 27, 2020, 6:30 P.M.**

**Note Page**

**IX. Action Items**

1. Approve WMS Classroom Furniture & Media Center Shelving (OP 6320)

**Recommended Motion:**

Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education approve as presented, the purchase of classroom furniture, ancillary items, chairs, workstations, and teacher desks from Custer and media center shelving from Demco to outfit West Middle School; a total purchase cost of \$568,603.58 will come from the 2019 Bond Fund #1, Furniture, Fixtures and Equipment budget.



TO: Mark Bielang, Superintendent  
FROM: Ronald Herron, Assistant Superintendent of Operations  
CC: Paula Johnson, Director of Finance  
DATE: April 20, 2020  
SUBJECT: West Middle School Classroom Furniture & Media Center Shelving (WMS)

**RECOMMENDATION**

We are recommending that the Board of Education approve the purchase of classroom furniture, ancillary items, chairs, workstations, and teacher desks from Custer and media center shelving from Demco to outfit West Middle School. A total purchase cost of \$568,603.58 will come from the 2019 Bond Fund #1, Furniture, Fixtures and Equipment budget.

Classroom Furniture - Desks, Chairs, Workstations, Makerspace Furnishings, Desks, Ancillary	Custer	\$505,752.41
Media Center Shelving	Demco	\$ 62,851.17
		\$568,603.58

**BACKGROUND INFORMATION**

In August and December 2017, the Board approved our recommendations to purchase pilot furniture for four classrooms in both North Middle and Central Middle Schools. The selection of the manufacturer for the pilot classrooms was made after administrators, teachers and the architecture team toured a variety of furniture manufacturers. Among the group, Steelcase was selected to execute the pilot program in both middle schools for a semester. Through multiple surveys and feedback sessions, a basis of design and furniture specifications were prepared for the new middle schools.

When researching furniture for North Middle and Central Middle Schools, we worked closely with our designers, Stantec & C2AE to create the layouts and furnishing specification for each space within the building, including classrooms. Where applicable we are mimicking these designs throughout the remodel at West Middle School by utilizing the same quality, manufacturers, styles and types of furniture. We have also made some improvements and adjustments based on continued feedback from our current installation at North Middle School.

The purchase of this 21st-century furniture will allow us to continue to make a significant paradigm shift in instruction with the use of mobile furniture with a variety of instructional surfaces. Our Students and staff have already begun to see the benefits in providing these new and improved educational tools as they teach and learn in these new and remodeled facilities.

**BIDDING PROCESS**

Having previously completed the competitive bid process for North Middle School, the decision was made to price the West Middle School furniture utilizing cooperative pricing as we found that it closely aligned with the pricing of the bids received for North Middle. Answers to follow-up questions/information have been provided by each vendor. Samples of key furniture items were also received and/or reviewed.

If you have any questions, please feel free to contact me regarding this recommendation.

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
MEETING CONDUCTED VIRTUALLY  
APRIL 27, 2020, 6:30 P.M.**

**Note Page**

**IX. Action Items**

2. Approve CMS Demolition, Asphalt, Landscaping (OP 6320)

**Recommended Motion:**

Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education authorize Owen-Aimes-Kimball Co. to issue Notices of Pending Award in the amounts indicated for Central Middle School – Asphalt Paving to Michigan Paving and Materials for \$489,307, Landscaping to County Line Nurseries Inc. for \$97,800, and Indiana Earth Inc. for \$298,000 pending confirmation that all requirements of the contract documents have been met. Furthermore, that upon receipt by Owen-Aimes-Kimball Co. of the appropriate documentation, contracts will be awarded to these contractors by Portage Public Schools, as presented. The total cost of \$885,107 will come from the 2019 Bond Fund #1.



TO: Mark Bielang, Superintendent  
FROM: Ron Herron, Assistant Superintendent of Operations  
CC: Tom Stanek, Owen-Ames-Kimball Co. (OAK)  
DATE: April 20, 2020  
SUBJECT: Central Middle School Bond Bid Package – Demolition, Asphalt Paving, and Landscaping

---

**Recommendation**

I recommend the Board of Education authorize Owen-Ames-Kimball Co. to issue Notices of Pending Award, in the amounts indicated for Central Middle School (CMS) – Asphalt Paving to Michigan Paving and Materials for \$489,307, Landscaping to County Line Nurseries Inc. for \$97,800 and Indiana Earth Inc. for \$298,000 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 by Portage Public Schools, as presented. The total cost of \$885,107 will come from the 2019 Bond Fund #1.

**Background Information**

At the time the CMS Bid Package was awarded, the cost for these awards were covered under the current allocated budget and allowances and this still remains true. In addition, at that time we delayed bidding on these items due to the volatility of oil and gas pricing and the length of time before this work was required to be started.



<b>BID CATEGORY NO. 1 - DEMOLITION</b>					
<b>CONTRACTOR</b>	<b>Bid Bond</b>	<b>Addendum</b>	<b>BASE BID</b>	<b>Alternate - 1</b>	<b>NOTES</b>
				<b>Additional Dem Related to Abatement</b>	
Indiana Earth, Inc (Osceola, IN)	Y	1,2,3	\$268,000	\$30,000	
Melching Inc. (Muskegan, MI)	Y	1,2,3	\$473,000	\$25,000	
SC Environmental Services LLC (Lansing, MI)	Y	1,2,3	\$491,564	\$41,712	
Pitsch Companies (Grand Rapids, MI)	Y	1,2,3	\$559,000	\$22,000	



<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>
<b>MI Paving &amp; Materials (Kalamazoo, MI)</b>	Y	1,2,3	\$489,307		
<b>Rieth-Riley Construction CO., Inc. (Kalamazoo, MI)</b>	Y	1,2,3	\$554,800		
<b>Quality Asphalt Paving, Inc. (Homer, MI)</b>	Y	1,2,3	\$643,400		
<b>Asphalt Solutions Plus LLC (Marshall, MI)</b>	Y	1,2,3	\$698,785		Voluntary Alternate



<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>County Line Nurseries, Inc (Bangor, MI)</b>	Y	1,2,3	\$97,800		Voluntray Alternate
<b>S&amp;T Lawn Service, Inc. (Kalamazoo, MI)</b>	Y	1,2,3	\$109,850		Clarification
<b>Greenscape Services Inc. (Springfield, MI)</b>	Y	3	\$116,807		
<b>Chapman Nursery Inc. (Battle Creek, MI)</b>	Y	1,2,3	\$117,600		
<b>Twin Lakes Nursery, Inc. (Grand Rapids, MI)</b>	Y	1,2,3	\$119,820		
<b>Landscaping-Plus, LLC (Kalamazoo, MI)</b>	Y	1,2,3	\$158,456		Voluntary Alternate

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
MEETING CONDUCTED VIRTUALLY  
APRIL 27, 2020, 6:30 P.M.**

**Note Page**

**IX. Action Items**

3. Approve Chromebook Purchase (OP 6320)

**Recommended Motion:**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education approve the purchase of 1400 Chromebooks from Sehi of Rochester Hills, MI in an amount not-to-exceed \$266,822.00, the proceeds for which will come from the 2019 Bond Fund #1.**

# 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: April 22, 2020  
Re: Chromebook Purchase Recommendation

---

### RECOMMENDATION

I recommend the Board of Education approve the purchase of 1400 Chromebooks from Sehi of Rochester Hills, Michigan in an amount not to exceed \$266,882.00, proceeds coming from the 2019 Bond Fund #1.

### BACKGROUND

This Chromebook purchase is primarily intended to replace Chromebooks that are end of life or otherwise unrepairable moving forward. These Chromebooks will be targeted for 6th grade students and 2nd grade carts.

Originally, we had intended to collect incoming Chromebooks from our 2020 graduates, recycling them for next fall's 6th grade class. However, a high percentage of Chromebooks returned to date are in need of repair. As I have mentioned before, we repair as we can, but it is difficult to obtain parts. The current disruption in global supply chains have only worsened the parts shortage. As such, we have decided to purchase new Chromebooks for 6th grade. We will still collect the incoming Chromebooks from our graduates. Those viable will be used as loaners or exchanges. Those we are unable to repair will be broken down for parts.

As to 2nd grade, almost all of our second grade Chromebook carts were recycled from 6-12 sites. They were due for replacement in the Spring of 2021. At this time, all of these carts have been disassembled with the Chromebooks being released to EL families requesting a device to support our online learning efforts. Rather than rebuild the 2nd grade carts with these units only to have to break down the carts and rebuild at the end of next school year, I would like to rebuild the carts with new Chromebooks now. As with the incoming graduate Chromebooks, I expect a certain level of loss when these EL loaner Chromebooks are returned. We will also use these returned Chromebooks for exchanges and parts. As of this writing, we have distributed 936 Chromebooks to our EL student population.

### AWARD INFORMATION

This purchase will be made via the statewide REMC contract, and as such Portage did not need to issue an RFP. While not the cheapest Chromebook in the list of options, it is the lowest cost unit meeting the durability and expected product life standards we have set. Existing HP units have had a far lower repair rate than other models we have purchased, and the current iteration is even better. The award includes the ChromeOS management licenses we need to manage our fleet of Chromebooks with the Google Admin Console.

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



## 2020 Chromebook Purchase



Email



Copy to  
Clipboard



Print

Summary [Back](#)

Sehi Computer Products, Inc.	\$266,882.00
Total	\$266,882.00

Item	Details	Quantity	Price	Total
22203000	<b>Name:</b> Chrome Management License <b>MFG Model:</b> Google Chrome License <b>Reseller Number:</b> crosswdisedu <b>Contract Expiration:</b> 9/30/2020 <b>Item Description:</b> Chrome Management License	1400	\$23.50	\$32,900.00
22203400	<b>Name:</b> HP Chromebook 11 G8 EE <b>MFG Model:</b> HP Chromebook 11 G8 EE <b>Reseller Number:</b> 1A762UT <b>Contract Expiration:</b> 9/30/2020 <b>Item Description:</b> Intel Celeron N4020 processor, 4GB RAM, 32GB SSD, up to 11-hour battery, 1/1/0 depot warranty, Intel 9560 AC 2x2 wifi, durable, Bluetooth 5.0, 11.6" anti-glare 1366x768 display, two USB-C ports, two USB 3.0 ports, integrated speaker and microphone and combo headphone/mic jack, USB-C DisplayPort, integrated 720p HD video webcam, ANSI Standard keyboard, touchpad. UAE Date: June 2026 Estimated Delivery: 3-6 weeks	1400	\$167.13	\$233,982.00
<b>Vendor Total</b>				<b>\$266,882.00</b>

**Vendor Name:** Sehi Computer Products, Inc.

**Vendor URL:** <http://www.buysehi.com/category/1319/REMC.html>

**Vendor Notes:** For all contracts, up to 3% MAY apply for Credit or P-Card purchases. Payments received after 30 days of invoice date, MAY incur additional charges. Single orders under \$500.00 may incur an order processing fee of \$6.00. Please refer to the vendor profile for additional delivery fees & options. E-rate SPIN 1430009325.

## Vendor Contacts:

Nicki Meller

2930 Bond St.

Rochester Hills, MI 48309

Phone: 800-233-7344 ext. 215

Fax: 248-299-1590

Email: [nicki@sehi.com](mailto:nicki@sehi.com)

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
MEETING CONDUCTED VIRTUALLY  
APRIL 27, 2020, 6:30 P.M.**

**Note Page**

**IX. Action Items**

4. Approve Resolution re Compliance with Executive Order 2020-35 (NEOLA)

**Recommended Motion:**

**Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education approve the Resolution to Grant Emergency Powers to the Superintendent to Comply with Executive Order 2020-35, as presented.**

Enclosure IX.4.  
April 27, 2020



Mark T. Bielang  
*Superintendent*  
Phone: 269.323.5147  
fax: 269.323.5149  
[mbielang@portageps.org](mailto:mbielang@portageps.org)

To: Board of Education  
From: Mark Bielang, Superintendent  
Date: April 27, 2020  
Re: Resolution re Executive Order 2020-35

**RECOMMENDATION**

It is recommended the Board of Education approve the Resolution to Grant Emergency Powers to the Superintendent to Comply with Executive Order 2020-35, as presented.

**BACKGROUND**

Executive Order 2020-35 issued by Governor Whitmer temporarily suspends and/or waives certain legal requirements for this school year. As a result, certain board policies are affected, including policies relating to instruction and curriculum, attendance, promotion, graduation, grading requirements, policies addressing professional and administrative staff evaluations, policies relating to school calendar, continuity of operations, and free/reduced price meals. This is just a sampling of policies that may be affected by Executive Order 2020-35.

Boards of Education are not required to amend each and every policy affected by the Executive Order. Rather, boards may exercise the power granted under By 0131.1 and adopt a resolution granting emergency powers to the Superintendent, including the power to modify, alter, suspend, or otherwise address the need to vary from certain school policies for the remainder of the school year. The resolution is enclosed.

**Resolution to Grant Emergency Powers to the Superintendent  
To Comply with Executive Order 2020-35**

**Whereas** on April 2, 2020, Governor Gretchen Whitmer issued Executive Order 2020-35 requiring, among other things, the continued closure of all Michigan public and private school buildings for educational purposes as a safeguard against the further spread of COVID-19 and requiring each public school to develop a plan for continued instruction through alternative means to be implemented by no later than April 28, 2020; and

**Whereas**, Executive Order 2020-35 also temporarily suspends numerous provisions of the Revised School Code and the State School Aid Act and, therefore, changes the legal requirements relating to certain Board policies, including but not limited to, attendance, curriculum, graduation requirements, assessments, teacher and administrator evaluations, school calendar, and grading; and

**Whereas**, the Board intends to comply with Executive Order 2020-35 and, accordingly, temporarily suspend or alter affected policies and otherwise take required actions consistent with the Executive Order; and

**Whereas** the Board of Education finds that the current state of emergency requires that the Superintendent be granted greater flexibility to respond quickly and appropriately to the evolving crisis, including complying with Executive Order 2020-35; and

**Whereas** under board Bylaw 0131.1, the operation of any section or sections of Board policies not established by law or contract may be suspended temporarily by a majority vote of Board members at a public meeting held in compliance with law and Board policy;

**NOW THEREFORE, BE IT RESOLVED** that the **Portage Public Schools'** Board of Education grants to the Superintendent the following temporary powers to address the COVID-19 emergency, including ensuring compliance with Executive Order 2020-35:

1. Authority to temporarily waive, alter or suspend such Board policies or provisions of Board policies as the Superintendent shall deem necessary to comply with Executive Order 2020-35.
2. Authority to take any lawful actions necessary to comply with Executive Order 2020-35, including, but not limited to, development and implementation of a plan to provide alternative instruction. Such actions may include, but are not limited to: adjustments to the curriculum and the provision of alternative educational program options; adjustments to the calendar; adjustments to employee work schedules and assignments; limitations on access to property owned or controlled by the Portage Public Schools; and hiring of providers and/or partnering with other districts or ISDs.

**NOW, BE IT FURTHER RESOLVED** that the Superintendent is directed to keep the Board of Education informed of any actions taken under this emergency authority as soon as is practicable in light of the circumstances.

**NOW, BE IT FURTHER RESOLVED** that the temporary powers authorized by this Resolution are in effect for the duration identified in Executive Order 2020-35 and any subsequent extension of that order, unless otherwise rescinded or extended by the Board upon majority vote.

**NOW, BE IT FURTHER RESOLVED** that execution of this Resolution is conclusive evidence of the Board of Education's approval of this action and of the authority granted herein.

Adopted and approved this 27th day of April, 2020 by the Portage Public Schools' Board of Education.

**PORTAGE PUBLIC SCHOOLS  
BOARD OF EDUCATION – REGULAR BUSINESS MEETING  
MEETING CONDUCTED VIRTUALLY  
APRIL 27, 2020, 6:30 P.M.**

**Note Page**

**IX. Action Items**

5. Approve Staff Appreciation Week Proclamation

**Recommended Motion:**

Motion offered by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education approve the 2020 Staff Appreciation Week Proclamation, as presented.

## **STAFF APPRECIATION WEEK PROCLAMATION**

**Whereas,** a strong effective free public education for all children is critical to our democracy at the national, state and local level; and

**Whereas,** a strong public school system makes for a strong community; and

**Whereas,** the vision of Portage Public Schools is to *be an exceptional, continuously improving learning culture with high expectations, committed to all*; and

**Whereas,** the commitment Portage Public Schools teachers and staff show to students by inspiring them to succeed academically, artistically, socially and athletically is essential to making the vision a reality;

**Therefore,** the Board of Education of Portage Public Schools, does hereby proclaim **May 4-8, 2020 as Staff Appreciation Week** in the Portage Public School District, and encourage all citizens to congratulate our educators for the work they do every day to develop students today and mold successful citizens who will have a positive influence on our community tomorrow.

Adopted this 27th day of April 2020

Portage Public Schools' Board of Education