

Harlem Consolidated School District

Business Services Committee

Wednesday, June 8, 2016
6:00 PM

Harlem Administration Center, 8605 North Second Street, Machesney Park, IL 61115

AGENDA

1. Call To Order
2. Roll Call (Committee Members & Other Attendees)
3. Approval of the Agenda
4. Approval of the May 4, 2016 Business Services Committee Meeting Minutes
5. Comments from the Community
6. Proposed Board Consent/Action Items for the June 13, 2016 Board Meeting
 - A. Recommendation to approve Resolution Abating the Working Cash Fund in the amount of \$275,000 for educational purposes.
 - B. Recommendation to approve Resolution to transfer \$350,000 from the Transportation Fund to the Operations and Maintenance fund.
 - C. Recommendation to approve Resolution to transfer \$1,500,000 from the Transportation Fund to the Education Fund.
 - D. Recommendation to renew Food & Misc. Supplies bid with Fox River and Gordon Food Service at current bid pricing for FY17. Fixed fees will remain the same with market prices subject to change monthly.
 - E. Recommendation to approve collaboration with Equal Opportunity Schools for the Lead Higher Initiative program at Harlem High School, FY17 for a cost of \$24,400 plus cost of travel for EOS.
 - F. Recommendation to approve COTG Managed Print Solutions renewal agreement at a cost of \$.01 for black and white prints, and \$.10 for color prints for the FY17-18 school years.
 - G. Recommendation to approve Gordon Flesch agreement to provide three copiers (2 for HHS and 1 for HMS) for a monthly cost of \$931.00, and a per copy charge of \$0.00345 for a 60 month term lease.
 - H. Recommendation to approve bakery services with Alpha Bakery at prices listed for FY17.
 - I. Recommendation to approve agreement with Frontline Technologies Group, Inc. to provide an online time clock service for the Transportation, Food Service and Property Service departments. A one time startup cost of \$5,400 and an annual subscription for 250 end users at the cost of \$7,650.

- J. Recommendation to accept March 2016 Treasurer's report.
 - K. Recommendation to a renew IHSA / Illinois High School Association membership for FY17.
 - L. Recommendation to award FY17 Office Supplies bid to the following vendors: School Specialty at an estimated cost per year of \$ \$14,121.11, Mid City Office Products at an estimated cost per year of \$10,830.34, Quill at an estimated cost per year of \$8,408.50 and OfficePro at an estimated cost per year of \$1,049.70 for a total cost of \$34,409.65.
7. Committee Consensus Items
- A. Other
8. Informational Items
- A. Contracts Under \$2,500
 - B. Insurance renewals
 - C. Next Business Services Meeting Date: July 13, 2016 at 6:00 p.m.
 - D. Other
9. Adjournment