



AGENDA

Wisconsin Rapids Public School District - Board of Education

510 Peach Street

Wisconsin Rapids, WI 54494

(715) 424-6701

**Business Services Committee**

John Benbow, Jr., Chairman  
Katherine Bielski-Medina, Member  
Larry Davis, Member  
John A Krings, President

**August 5, 2013**

LOCATION: Board of Education Conference Room A

TIME: 6:00 p.m.

- I. Call to Order
- II. Public Comment
- III. Business Services
  - A. General Office Supply Bid – Approval
  - B. HVAC Service Contract – Approval
  - C. 66.03.01 InterDistrict Agreement – Approval
  - D. Firewall Purchase – District Technology – Approval
  - E. Computer Purchase – River Cities High School – Approval
  - F. Inter-District Mail and Food Service Delivery Contract – District
  - G. Parking Lot Changes – Lincoln High School – Approval
- IV. Updates and Reports
  - A. Purchases – Update
  - B. Purchase – District Copy Paper - Update
- V. Agenda Items

The Wisconsin open meetings law requires that the Board, or Board Committee, only discuss subject matter that is noticed on their respective agendas. Persons wishing to place items on the agenda should contact the District Office, 424-6701, prior to the meeting date to make appropriate arrangements.

With advance notice, efforts will be made to accommodate the needs of persons with disabilities by providing a sign language interpreter or other auxiliary aids, by calling 424-6701.

School Board members may attend the above Committee meeting(s) for information gathering purposes. If a quorum of Board members should appear at any of the Committee meetings, a regular School Board meeting may take place for purposes of gathering information on an item listed on one of the Committee agendas. If such a meeting should occur, the date, time, and location of the Board meeting will be that of the particular Committee as listed on the Committee agenda.



**BACKGROUND**

**Business Services Committee**

John Benbow, Jr., Chairman  
Katherine Bielski-Medina, Member  
Larry Davis, Member  
John A Krings, President

**August 5, 2013**

LOCATION: Board of Education Conference Room A

TIME: 6:00 p.m.

I. Call to Order

II. Public Comment

III. Business Services

A. General Office Supply Bid – Approval

Bids for general office supplies were requested from seven vendors. Attachment A lists the bids received.

The administration recommends that the proposal to approve the General Office Supply Bid as listed on the General Office Supply Bid Summary be recommended for approval to the Board of Education.

B. HVAC Service Contract – Approval

The District has had an ongoing service agreement with Complete Control for maintenance, preventative maintenance, and service work on HVAC equipment around the District. The agreement provides 192 hours of labor per year for calibrating thermostats, checking refrigerant levels, and other service work the District heating technician does not have time to cover between maintenance emergencies.

The administration recommends that the proposal to approve the service agreement with Complete Control to provide 192 hours of HVAC service at a cost of \$15,750.00 be recommended for approval to the Board of Education.

C. 66.03.01 InterDistrict Agreements – Approval

The Virtual program operated by the District has attracted a number of students from School Districts around the State. The Department of Public Instruction does not allow open enrollment into the Wisconsin Rapids Virtual program, however non-resident students are allowed into the program provided the resident School District agrees to a cooperative 66.03.01 agreement. Any additional cost to provide Special Education services under each agreement remains the responsibility of the resident School District.

The Districts with which we need approved 66.03.01 agreements at this time are as follows:

**Students In**

Port Edwards	– 6 students	– grades 4K, 5K, 1, 3, 6, 9	–Virtual
Stevens Point	– 8 students	– grades 4K, 5K, 1, 6, 8, 10	–Virtual

The administration recommends the 66.03.01 cooperative agreements for students attending the Virtual program from the Port Edwards School District and the Stevens Point School District as listed be recommended for approval to the Board of Education.

## Business Services Committee Meeting Background – August 5, 2013

### D. Firewall Purchase – District Technology – Approval

Due to increased internet bandwidth over the past several years our current district firewall can no longer accommodate the current throughput needed by our District. Therefore the purchase of new firewall hardware is needed. The purchase of two new firewalls will allow us to consolidate several old physical firewalls into one system. Additionally, having two firewalls will provide greater stability to our network infrastructure and provide redundancy if one firewall should fail.

The Administration recommends that the proposal to purchase two Juniper SRX550 Firewalls and related accessories from Transcendent 360°IT at a cost of \$13,755.60 to be funded from the District technology budget be recommended for approval to the Board of Education.

### E. Computer Purchase – River Cities High School – Approval

Currently the computers at River Cities High School are close to eight years old and are failing. A number of these machines are also running on a version N-Computing that is being phased out. The purchase of new machines will allow students and staff greater flexibility in delivering curriculum. In addition, the online High School GED tests to be used at River Cities High School beginning this fall will not run on the existing machines.

The Administration recommends that the proposal to purchase 40 HP 6300 desktop computers from Camera Corner Connecting Point at a cost of \$24,000.00 to be funded from the district technology and special education budgets be recommended for approval to the Board of Education.

### F. Inter-District Mail and Food Service Delivery Contract – District

Bob's Delivery LLC provides daily inter-school mail delivery to all school sites and daily food service meal delivery to three satellite school cafeterias around the District. The proposed inter-school mail delivery contract for the 2013-14 school year of \$17,510.00 or \$85.00 per day is no increase over the prior two years. The proposed inter-school food service meal delivery contract for the 2013-14 school year of \$13,904.00 or \$79.00 per day also is no increase over the prior two years.

The administration recommends the contract for inter-school mail and food service meal delivery by Bob's Delivery LLC for the 2013-14 school year at \$85.00 per day and \$79.00 per day respectively be recommended for approval to the Board of Education.

### G. Student Parking Lot Changes – Lincoln High School – Approval

Reversing the entrance and exit of the Lincoln High School student parking lot would alleviate a number of safety concerns. Currently traffic exiting from the student parking lot mixes with unofficial parent pick-up vehicles on 16<sup>th</sup> Street South. The congestion causes back-ups in the student parking lot which can be up to 20-25 minutes. Multiple minor vehicle accidents and two serious accidents have occurred during the 2012-13 school year.

Reversing the entrance and exit:

- Moves the two exits from Lincoln High School onto 16th Street South further apart allowing greater opportunity for student traffic to exit North onto 16th Street South
- Directs traffic flow in the student lot away from the building and students exiting the building at the end of the school day

The new exit would be painted with one left turn lane and one right turn lane. No lane to proceed straight on Pepper Avenue would be provided. The new entrance would be one lane (the current left turn exit lane) and the current right turn exit lane would be marked as a fire lane.

The Administration recommends the proposal to reverse the entrance and exit from the Lincoln High School student parking lot be recommended for approval to the Board of Education.

## Business Services Committee Meeting Background – August 5, 2013

### IV. Updates and Reports

#### A. Purchases – Update

Listed as Attachment B are copies of invoices for employee leave tracking services for 2013-14 and an order for Vocational Technology equipment.

#### B. Purchase – District Copy Paper - Update

The business office staff received bids July 17, 2013 via FAX or e-mail from three vendors for copy paper. The low bid was received from Contract Paper Group, Inc. at \$19,269.60. The order was placed with Contract Paper Group, Inc. to reserve the quoted price.

Listed as Attachment C is a report of the bids received.

### V. Agenda Items

Committee members will be asked which agenda items from the Committee meeting will be placed on the consent agenda for the Regular Board of Education meeting.



QTY	UNIT OF MEASURE	DESCRIPTION OF PRODUCT	SCHOOL SPECIALTY	MIDLAND PAPER	MARSHFIELD BOOK	STAPLES	BUBBRICKS	QUILL
			PRICE	PRICE	PRICE	PRICE	PRICE	PRICE
36	BOXES	BIC BRITL LNER PEN, CHISEL TIP, ORANGE, 12	\$3.38	NO QUOTE	\$2.34	\$2.68	\$6.45	NO QUOTE
90	BOXES	BIC BRITL LNER PEN, CHISEL TIP, YELLOW, 12	\$3.38	NO QUOTE	\$2.34	\$2.68	\$6.45	NO QUOTE
104	BOXES	CRAYOLA DRAWING CRAYONS, 8 CRAYONS PER	\$0.98	NO QUOTE	\$0.98	\$393.24	Award	NO QUOTE
12	BOTTLES	TEMPERA PAINT, QUART, BLUE	\$1.70	NO QUOTE	\$3.48	NO QUOTE	\$3.13	NO QUOTE
12	BOTTLES	TEMPERA PAINT, QUART, GREEN	\$1.70	NO QUOTE	\$3.48	NO QUOTE	\$3.13	NO QUOTE
24	BOTTLES	TEMPERA PAINT, QUART, RED	\$1.70	NO QUOTE	\$3.48	NO QUOTE	\$3.13	NO QUOTE
24	BOTTLES	TEMPERA PAINT, QUART, WHITE	\$1.70	NO QUOTE	\$3.48	NO QUOTE	\$3.13	NO QUOTE
10	BOXES	SOLID BRASS ROUND HEAD FASTENERS, #2, 10	\$0.48	NO QUOTE	\$0.78	NO QUOTE	\$19.24	NO QUOTE
24	PACKAGES	PAPER CLIPS, STANDARD SIZE, 100/BOX, 10 BO	\$0.14	NO QUOTE	\$1.45	NO QUOTE	\$1.39	NO QUOTE
18	PKGS	COMMON PINS, 300/PKG	\$0.50	NO QUOTE	NO QUOTE	NO QUOTE	NO QUOTE	NO QUOTE
108	EACH	STAPLER, BATES 550C, STANDARD STAPLER, FL	\$3.47	NO QUOTE	\$3.10	\$2.70	291.60	Award
200	BOXES	STAPLES, STANDARD, SWINGLINE "NO SUBSTI	\$1.97	NO QUOTE	\$0.50	\$0.39	78.00	Award
24	EACH	STAPLE REMOVER	\$9.22	NO QUOTE	\$0.36	\$0.19	4.55	Award
150	EACH	SCISSORS, FISKARS 8", STAINLESS STEEL BLAD	\$6.53	NO QUOTE	\$1.90	\$1.87	260.50	Award
50	PKGS	GLUE, ELMERS GLUE-ALL, 4 OZ BOTTLES, 12 BO	\$0.81	NO QUOTE	\$10.20	\$1.12	\$1.47	NO QUOTE
24	PKGS	TAPE, HIGHLAND INVISIBLE #6200, 1/2", 12 R	\$0.45	NO QUOTE	\$5.64	\$1.32	\$0.46	NO QUOTE
36	PKGS	TAPE, HIGHLAND INVISIBLE #6200, 1/2", 12 ROL	\$0.59	NO QUOTE	\$7.32	\$0.70	\$0.46	NO QUOTE
200	EACH	TAPE DISPENSERS, LIGHT, 2-PIECE CONSTRUCT	NO QUOTE	NO QUOTE	\$0.68	\$0.27	\$4.00	Award
60	PKGS	MASKING TAPE, ECONOMY, 3/4" X 60 YARDS, 12	\$0.86	NO QUOTE	\$1.10	\$5.85	44.00	Award
100	PKGS	RUBBER BANDS, #18 THIN, 1/4# PER PKG	\$0.71	NO QUOTE	\$1.05	\$0.44	\$0.41	NO QUOTE
100	PKGS	RUBBER BANDS, #32 THICK, 1/4# PER PKG	\$0.71	NO QUOTE	\$1.05	\$0.77	\$1.44	NO QUOTE
200	BOXES	MANILA FOLDERS, 1/3 CUT, LETTER SIZE, 100/B	\$5.70	NO QUOTE	\$6.10	\$6.99	\$6.37	NO QUOTE
50	BOXES	KRAFT ENVELOPES, 24# MINIMUM WEIGHT, NO	\$14.84	NO QUOTE	\$6.20	\$4.59	249.50	Award
400	PKGS	INDEX CARDS, 3" X 5", RULED, 100/PKG	\$0.32	NO QUOTE	\$0.41	\$1.16	\$0.69	NO QUOTE
300	PKGS	INDEX CARDS, 3" X 5", PLAIN, 100/PKG	\$0.32	NO QUOTE	\$0.41	\$1.74	\$0.69	NO QUOTE
200	PKGS	INDEX CARDS, 4" X 6", RULED, 100/PKG	\$0.52	NO QUOTE	\$0.72	\$2.07	\$0.92	NO QUOTE
100	PKGS	INDEX CARDS, 4" X 6", PLAIN, 100/PKG	\$0.52	NO QUOTE	\$0.72	\$0.72	\$0.52	NO QUOTE
100	PKGS	INDEX CARDS, 5" X 8", RULED, 100/PKG	\$0.87	NO QUOTE	\$1.16	\$4.03	\$1.40	NO QUOTE
125	PKGS	INDEX CARDS, 5" X 8", PLAIN, 100/PKG	\$0.87	NO QUOTE	\$1.16	\$3.97	\$1.40	NO QUOTE
100	ROLLS	ADDING MACHINE TAPE PAPER, 2 1/4"	\$0.33	\$48.0000	\$0.30	\$0.29	29.00	Award
24	BALLS	WHITE COTTON STRING IN A BALL, 475' PER BA	NO QUOTE	NO QUOTE	\$3.10	NO QUOTE	\$4.10	NO QUOTE
24	PKGS	CORRECTION FLUID, MULTI-USE, 20MIBOTTLE,	\$17.16	NO QUOTE	\$6.30	\$0.34	8.16	Award
144	PKGS	POST-IT NOTES, 1 1/2" X 2", CANARY, 12 PAD/S	\$4.64	NO QUOTE	\$1.38	\$0.99	\$0.96	138.24
252	PKGS	POST-IT NOTES, 3" X 3", CANARY, 12 PAD/S/PKG	\$2.09	NO QUOTE	\$2.94	\$1.99	\$1.92	483.84
100	BOXES	MANILA FOLDERS, 1/5 CUT, LETTER SIZE, 100/B	\$6.40	NO QUOTE	\$7.83	\$6.21	\$6.88	Award
228	BOXES	BLUE TAC POSTER PUTTY, 2 OZ/PKG	\$1.03	NO QUOTE	\$1.09	\$0.85	193.80	Award
48	BOXES	PENCIL RSVIP BRND PENS, GREEN, FINE POINT,	NO QUOTE	NO QUOTE	\$5.28	NO QUOTE	\$2.88	109.44
96	EACH	WHITEBOARD DRY ERASERS, SANFORD B150S	\$1.53	NO QUOTE	\$1.59	\$1.47	\$1.41	141.12
156	BOXES	SANFORD EXPO 2 DRY ERASE MARKERS, LOW	\$9.27	NO QUOTE	\$9.60	\$8.62	1,375.92	Award
96	BOXES	SANFORD EXPO 2 DRY ERASE MARKERS, LOW	\$9.22	NO QUOTE	\$9.60	\$8.82	845.72	Award
60	BOXES	SANFORD EXPO 2 DRY ERASE MARKERS, LOW	\$9.22	NO QUOTE	\$9.60	\$8.82	529.20	Award
72	BOXES	SANFORD EXPO 2 DRY ERASE MARKERS, LOW	\$9.22	NO QUOTE	\$9.60	\$8.82	635.04	Award
10	REAMS	PENMANSHIP PAPER, #2639, PACON SKIP-A-LIN	\$2.44	NO QUOTE	\$2.19	NO QUOTE	NO QUOTE	NO QUOTE
		TOTAL ORDERS WILL BE PLACED FOR	\$2,064.37	\$1,980.00	\$296.92	\$11,719.56	\$775.66	\$1,156.70



397 Eagleview Blvd.  
 Exton, PA 19341  
 United States

# INVOICE

BILL TO
Wisconsin Rapids School District 510 Peach Street Wisconsin Rapids WI 54494

ACCOUNT #	DATE	INVOICE #
12039	7/1/2013	INVUS20227
TERMS	P.O. NUMBER	CURRENCY
Net 30		USD

Qty	Description	Months	Unit Price	Amount
	Wisconsin Rapids School District (2013-2014) Aesop Services			
607	April 30 Count of Employees Needing a Sub	10	1.58	9,590.60
157	April 30 Count of Employees Not Needing a Sub	10	0.63	989.10
	-			
4 - 10-812-480-232300				

Corporate Office  
 (610) 722-9745 (phone) (610) 363-3710 (fax)

<b>TOTAL</b>	<b>\$10,579.70</b>
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Make checks payable to **Frontline Technologies, Inc.**



**PURCHASE ORDER**  
**WISCONSIN RAPIDS PUBLIC SCHOOL DISTRICT**  
 510 PEACH STREET  
 WISCONSIN RAPIDS, WISCONSIN 54494  
 PHONE (715) 424-6705 • FAX (715) 422-6070

SHOW THIS NUMBER ON ALL SHIPMENTS,  
 CORRESPONDENCE, OR INVOICES.

**PO# 40001118**

**DATE: 07/09/13**

Page No 1 Of 1

VENDOR: 133868

REQ: 00024207

Vendor Acct:

Phone: (903) 453-0802

FAX: (214) 722-1284

**SHIP TO:**

Central Storage  
 2510 Industrial Street  
 Wisconsin Rapids WI 54495

VEX Robotics Inc  
 1519 Interstate 30 West  
 Greenville TX 75402

**CONTACT:** Redepen- WRAMS

**SITE:** Central Office

**CONTRACT NO:**

Special Instructions:

SEP 19 2013

Please send the following, freight charges prepaid.

Cancel back orders not received by

QTY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		pricing per policy "672" preferred vendor for PLTW		
17		P/N 270-1920 PLTW GTT VEX Kit	1,050.00	17,850.00
1		Shipping	396.00	396.00
		COPY TO RENEE, PLEASE - GASB 34		
		Total		18,246.00
		***** For School District of Wisconsin Rapids use only 4-10-401-551-223700-000-000000-2 396.00 4-11-401-551-136000-400-000000-2 17,850.00		

THE STATE OF WISCONSIN AND ALL ITS AGENCIES ARE EXEMPT FROM  
 ALL FEDERAL, STATE, AND LOCAL TAXES, SEC. 77-54  
 PLEASE ACCEPT OUR PO AS EVIDENCE OF OUR EXEMPT STATUS

Signed: *Renee Marzetta*



**SCHOOL DISTRICT OF WISCONSIN RAPIDS**  
**Copy Paper Bid**

July 17, 2013

Paper Quantity/Description	Midland *	Xpedx *	Contract Paper Group, Inc.	Xerox	Schilling Paper
Copy Paper, 8½" x 11", 20 lb., 840 crtns, 5,000 sheets/crtn	No Bid	\$23.69 each/ \$19,700.60	\$ 22.94 each/ \$ 19,269.60	No Bid	\$ 23.14 each/ \$ 19,437.60

\* = Total cost listed reflects a 1% discount for meeting payment terms.

\*\* = Total cost listed reflects a 2% discount for meeting payment terms.