

Ludington Board of Education
Public Meeting Notice

Please Post

Mission: The Ludington Area School District, in partnership with parents and community, will educate and empower students to adapt and succeed in their future.

FINANCE COMMITTEE

Date: September 14, 2022

Time: 5:00 p.m.

Place: Ludington Area School District Administration Office
809 East Tinkham Avenue, Ludington, Michigan

- 1) CALL TO ORDER & ROLL CALL
- 2) CITIZEN PARTICIPATION
- 3) AGENDA MODIFICATION
- 4) DISCUSSION ITEMS
 - a) Bond Project Application and Certificate for Payment #29- \$477,214.49
 - b) Payroll Assistant Position
 - c) School Resource Officer
 - d) Van Order
 - e) Snow Plow Bid
 - f) Updates from other committees
- 5) OTHER ITEMS OF BUSINESS AND ANNOUNCEMENTS
- 6) ADJOURNMENT

This is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. Official minutes of the Ludington Board of Education are available for public inspection during normal business hours at the Board of Education's Central Business Office, 809 E. Tinkham Avenue, Ludington, Michigan, 231-845-7303. The Ludington Area School District is an equal opportunity employer and provider. If you are an individual with a disability who is in need of special accommodations to attend or participate in a public meeting please contact Superintendent Dr. Kyle B. Corlett at 231-845-7303 at least 24 hours prior to the meeting or as soon as possible.

Memorandum - Office of the Superintendent

TO: Board of Education
FROM: Dr. Kyle B. Corlett, Superintendent
RE: Committee Meeting – Agenda Notes

CITIZEN PARTICIPATION

Review Board Policy 0167.3: Public Participation at Board Meetings

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

To permit fair and orderly public expression, the Board shall provide a period for public participation at every regular meeting of the Board and publish rules to govern such participation in Board meetings. The rules shall be administered and enforced by the presiding officer of the meeting.

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted as indicated on the order of business, or at the discretion of the presiding officer.
- B. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name, address, and group affiliation, if and when appropriate.
- C. Each statement made by a participant shall be limited to three (3) minutes duration.
- D. No participant may speak more than once.
- E. Participants shall direct all comments to the Board and not to staff or other participants.
- F. The presiding officer may:
 1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 2. request any individual to leave the meeting when that person does not observe reasonable decorum;
 3. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 4. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
 5. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.
- G. The portion of the meeting during which the participation of the public is invited shall be limited to thirty (30) minutes, but the timeframe will be extended, if necessary, so that no one's right to address the Board will be denied.
- H. Tape or video recordings are permitted. The person operating the recorder should contact the Superintendent prior to the Board meeting to review possible placement of the equipment, and agrees to abide by the following conditions:
 1. No obstructions are created between the Board and the audience.
 2. No interviews are conducted in the meeting room while the Board is in session.
 3. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session.
- I. Each Board agenda will include the following statement, "Public participation shall be permitted only as indicated on the order of business."

Revised: January 21, 2019

Legal: M.C.L.A. 15.263(4)(5)(6), 380.1808

DISCUSSION ITEMS

- 1. Bond Project Application and Certificate for Payment #29- \$477,214.49**
- 2. Payroll Assistant Position**

We'll discuss the next steps in filling the payroll assistant position. Our current assistant, Nicole Benedict, resigned effective September 30.
- 3. School Resource Officer**

We'll discuss the addition of a new school resource officer through the Sheriff's Department.
- 4. Van Order**

Deb wants to order two 10 passenger, high roof, for \$57,631 each to be used for mainly athletics. The cost comes from the MI Deal website, which is through the state that negotiates rates for schools and public entities.
- 5. Snow Plow Bid**

We received one bid for snow plow services, and there was a slight increase since the last bid in 2016.
- 6. Updates from other committees**

Updates from Other Committees

We will review updates from each of the other committees in preparation for the Board meeting on Monday.

GORNO FORD
22025 ALLEN ROAD
WOODHAVEN, MI 48183

DATE: 9/8/21 **(10 Pass High-Roof) (Incoming) (OSS)**

TO: LAURA JACOBS, LUDINGTON AREA SCHOOLS
231-845-7303 ext. 2840 (DIRECT) (CELL) ??????? ljacobs@lasd.net

FROM: JIM AGNEY, **GORNO FORD, GOVERNMENT & FLEET SALES**
734-671-4033 (DIRECT) jagnev@gornoford.com

RE: **MiDEAL # VAN-0130- CONTRACT# 071B7700181**

(2) 2023MY FORD TRANSIT-350 XL, HIGH-ROOF 10 Pass. Option -WAGON,
148"WB, DRW **OXFORD WHITE/GRAY VINYL**, 3.5L L V6, 10spd.A/T, DRL's
195/75R16C, 4.10 LTD.SLIP AXLE, PWR. SIDE SLIDER/REAR HINGED DOORS,
AM/FMw/Bluetooth/CLOCK MSG. CTR., ADVANCE TRACKw/ROLL STABILITY-
CNTRL., TPMS, H.D. ALT., PWR. DISC BRKSw/ABS, FULL AIRBAGS,
FRNT./REAR A/C, TILT/CRUISE, 10,360# GVWR, REAR DEFOG, PRIVACY TINT GLASS,
PWR. WINDOWS/LOCKS/Htd.MIRRORS, DRL'S, REVERSE SAFETY BEEPER, REAR DEFOG,
(2) SPARE KEYS, REAR VIEW CAMERA, SPARE TIRE/WHL.,FRNT./REAR VINYL FLOOR,
AUTOLAMP/RAIN SENSING WIPERS, REVERSE SENSORS, ENGINE MAINT. MONITOR,
ALL-WEATHER H.D. FR. MATS, STAINLESS STEEL ASSIST BAR,
H.D. STAINLESS STEEL RUNNING BOARDS, REMOTE START

F.O.B. DELIVERED TO LUDINGTON, MI \$57,631.00 each
(MSRP = \$59,830.00)

Above quoted unit is currently available on a "first come – first serve" basis.
Please respond by September 16, 2022.

2023MY production begins October 2022.

Current estimated lead time is 30 + weeks from receipt of Purchase Order.

Due to current computer chip shortage and various other supply chain issues, Ford Motor Company has put Government Fleet Sales on "allocation" and a signed quote or Purchase Order is required to secure unit(s).

Please review, sign and e-mail back or e-mail Purchase Order to Jim Agney.

Customer Signature: _____

Thank you,

Jim Agney

This quotation is confidential and privileged and is intended solely for the use of Gorno Ford and Ludington Area Schools. This quotation is compiled in association with the MiDEAL Contract and intended for use by MiDEAL Members and State of Michigan government agencies stated above. Information/specifications in this quotation have been established by and are intended only for use by the stated parties. This document is not to be disclosed, distributed, used/re-used as a basis for specifications subsequent bids or request(s) for quotation(s) to any other party or bidders other than the intended parties and/or their authorized personnel.



Nathan Oscarson
Commercial and Government Sales

16800 Executive Plaza Dr
Dearborn, MI 48126

Dear Valued Government Partner:

First, I'd like to thank you for your continued support over the years as we have worked together to provide for the vehicle needs of our communities. We have always tried to place our government partners first in all our decision making.

As you know, this past year has presented an extremely challenging environment for the global automotive industry due to the continuing global microchip shortage, major disruptions in the supply chain due to the war in Eastern Europe and other factors and the lingering impact of Covid. This unprecedented combination of events has contributed to logistical challenges and unpredictable manufacturing plant downtime. Given the high order submissions and unforeseen plant downtime, we will not be able to build all the unscheduled 2022 MY vehicles currently in the Government order bank. We will be prioritizing all 2022 MY vehicles that have been Purchase Order verified and re-submitted as a 2023 MY. Please work with your dealership contact to verify which orders will need to be carried over from one year to the next.

Compounding matters, we are experiencing record inflation, greater than at any time in the last forty years. Inflation, as well as significant impacts on raw material costs are affecting new vehicle pricing. Given these circumstances, we will not guarantee price protection on unscheduled 2022 MY orders that are re-entered into the 2023 MY order bank. We appreciate your understanding as we work through these challenging times, and you can be assured that we are closely monitoring such global events and will communicate any implications beyond the 2023 MY at the appropriate time.

Please contact your dealership representative for complete details. Thank you again for your loyalty and support of the Ford brand.

Sincerely,

Nathan Oscarson

National Government Sales Manager

August 1, 2022

REQUEST FOR PROPOSAL
LUDINGTON AREA SCHOOLS
School District Snow Plowing Services

Date of Issue: AUGUST 1, 2022
Proposal Closing Date: AUGUST 31, 2022, at 2:00 p.m.
Proposal shall be received PRIOR TO date and time above.

RETURN TO:
Ludington Area Schools
Attn: Laura Jacobs
809 E. Tinkham Avenue
Ludington, MI 49431

The Ludington Area Schools is accepting bids for plowing its school parking lots and sidewalks as designated. Ludington Area Schools is an equal opportunity employer.

GENERAL INSTRUCTIONS TO THE BIDDERS (Please read carefully)

PROJECT:

Plowing

During the Winter, plowing services are to be completed for our parking lots and sidewalks as assigned. Salting sidewalks and parking lots may also be required. Periodic moving and removal of snow piles will also be expected, depending on snowfall.

RECEIPT OF BIDS: Sealed bids will be received no later than August 31, 2022, at 2 p.m. Bids will be publicly opened and read aloud, at approximately 2:05 p.m. on that day. Sealed Bids must be delivered to:

Ludington Area Schools
Central Business Office
Attn: Laura Jacobs, Director of Business Services
809 E. Tinkham Ave.
Ludington, MI 49431

and shall be clearly marked: **"Plowing Bid"**

Bid Packages are available at the above location, and the documents may be provided as a pdf file, upon your providing us with a valid email address. Questions may be directed to Laura Jacobs by email to: ljacobs@lasd.net. All questions will be shared with those companies in attendance at the non-mandatory pre-bid meeting indicated below. Questions must be emailed no later than noon August 21, 2022. All answers will be made no later than 5 p.m., August 23, 2022.

SUBMISSION OF BID DOCUMENTS: Each bid submitted must be accompanied by bid security (Bid Bond) of not less than five percent (5%) of the amount of the Base Bid and "Owner" copies of the Bid Form.

PRE-BID MEETING: A Non-Mandatory, Pre-Bid Meeting will be held at 3:15 p.m., August 10, 2022. All interested parties are invited to attend. We will meet at 809 E. Tinkham Avenue. The premises are available for added inspection, please call Laura Jacobs at 231-845-7303 x. 2840 prior to coming out for such inspections.

ASSIGNMENT OF CONTRACTS: The vendor cannot re-assign responsibilities of performance to any subcontractor without written authorization from the School District.

LOCAL LABOR AND SUPPLIERS: THE USE OF LOCAL LABOR AND SUPPLIERS IS STRONGLY ENCOURAGED BUT NOT MANDATORY.

PREVAILING WAGE REQUIREMENTS: The provisions of the Davis-Bacon Act will not apply to this Project. This is not a "Prevailing Wage" Project.

FAMILIAL DISCLOSURE STATEMENT: The bid must be accompanied by a sworn and notarized statement that discloses any familial relationship that exists between the Owner or any employee of the Bidder and any member of the school board or superintendent of the school district. The Owner shall not accept a bid that does not include the aforementioned sworn and notarized statement.

INSURANCE: Maintenance of Worker Compensation insurance, property and liability insurance (minimum \$500,000 single occurrence), and auto insurance (minimum \$500,000 single occurrence) is required. Review and acceptance of certification of such shall be made by the Superintendent prior to implementation of this contract.

MISCELLANEOUS PROVISIONS: The Ludington Area School District reserves the right to accept or reject any or all bids, in part or in total; and such right may be exercised as the District sees fit. The Owner reserves the right to waive any informalities in any or all bids. **NO ALLOWANCE WILL BE MADE TO ANY BIDDER BECAUSE OF LACK OF EXAMINATION OR KNOWLEDGE** about this project.

The submission of a bid shall be construed as conclusive evidence that the bidder has made such extensive examination as necessary to bid. Submission of a bid proposal is a formal indication that the vendor accepts full responsibility for submitting a proposal on the sole basis of the vendor's measurements and/or estimates.

The vendor will guarantee the proposal for no less than 60 days. The District is an equal opportunity employer. **It is the vendor's responsibility to ensure that criminal background checks are done on all individuals performing labor in the execution of this project.** This is to be solely at the vendor's expense. The vendor also acknowledges that this is a drug-free zone, and that all Michigan laws forbidding the use of illegal drugs, alcohol and tobacco products on school premises will be complied with.

The vendor agrees to follow all other laws not previously mentioned, including providing a performance bond to the extent required by Michigan law, IF such provision applies. The attached Familial Relationship Disclosure Form, and the Certification of Eligibility Form must also be filled out and returned with the attached bid response form.

BID SPECIFICATIONS

PLOWING:

1. Stacking of excess snow will be permitted only in areas specified by the Superintendent or his/her designee. We are interested in obtaining bids for plowing parking lots, plowing sidewalks, and salting our parking lots and sidewalks. Note, we may need the vendor to move or remove snow piles, depending on snowfall.
2. Snow plowing/removal shall occur when there is snowfall in excess of 1.5 inches of heavy snow, or 2 inches of 'fluff' or light snow. Vendor is to operate on scheduled school days before school openings in the morning. On non-school days, the vendor is to operate only for the location(s) where specified event(s) are being held. Deadlines are designated in Schedule A. Vendor may be called in for additional plowing/removal at the rate specified herein. Parties shall cooperate with each other as best as possible in plowing activities. Partially cleared lots will be paid on an hourly basis per Schedule A.
3. Maintenance of Worker Compensation insurance, property and liability insurance (minimum \$500,000 single occurrence), and auto insurance (minimum \$500,000 single occurrence) is required. Review and acceptance of certification of such shall be made by the Superintendent prior to implementation of this contract.
4. Vendor shall be responsible for all repairs or damages to School District property caused by his/her equipment, personnel or materials used. This includes spring lawn repair to grass torn up during plowing.
5. In the case that the Vendor cannot meet the deadlines in Schedule A, the School District may contract out or perform clearing duties itself and receive from the vendor the cost incurred. In the case that School District employees perform the work, the vendor will pay all School District labor costs for snow plowing/removal specified in Schedule A, plus \$.31 per mile driven in association with this labor. Furthermore, any operator leaving the parking lot in an unsatisfactory condition will be required to return and complete the job with no additional compensation.
6. The RFP is for four separate parts. Please list bids on each location for Schedules A (parking lots), B (sidewalk and entrance plowing), Schedule C (salting) and Schedule D (loader work), as we may award this to one or more vendors.

Ludington Area Schools Bid Proposal Response Form Plowing

Schedule A: Parking Lots, Asphalt Areas

School/Location	Deadline	Hourly Rate	Not to Exceed
CBO and Bus Garage 809 E. Tinkham	By 6 a.m.	\$ <u>70⁰⁰ truck</u>	\$ <u>140⁰⁰</u>
High School / Middle School Complex 508 Washington & 706 E. Tinkham	By 6:30 a.m.	120 ⁰⁰ Loader \$ <u>70⁰⁰ truck</u> 120 ⁰⁰ Loader	\$ <u>420⁰⁰</u>
Ludington Elementary 5771 Bryant Road	By 7:15 a.m.	\$ <u>70⁰⁰ truck</u> 120 ⁰⁰ Loader	\$ <u>660⁰⁰</u>

Schedule B: Sidewalks and Entrances

Please note, sidewalk linear feet are approximate. All vendors who respond to this RFP are responsible for ensuring the accuracy of these measurements. Sidewalks and entrances are to be done whenever the lots and asphalt areas are done unless specifically directed otherwise. PRICES BELOW MUST ALL INCLUDE FIRE EXITS. All fire exit doors MUST be able to open and shut.

Description	Deadline	Hourly Rate	Not to Exceed
CBO and Bus Barn: Front 115' by 5' sidewalk, side is 87' by 5', 35' by 5' entrance, 10' by 5.5' entrance	By 7:15 a.m.	\$ <u>68⁰⁰ Kubota</u> 58 ⁰⁰ Labor	\$ <u>68⁰⁰</u>
High School / Middle School Complex: Sidewalk from Staffon to Washington, 1,380' x 5' to 6'. 1,150' x 5' sidewalk E side Washington, Tinkham to Anderson. Washington entrance 110' x 12'. Tinkham entrance 100' x 20'. Clear SE entrance by kitchen, and entrances by Hawley Gym. Clear auditorium sidewalk to doors. Clear doors HS bus turnaround by Rm. 318 (2 doors). Anderson sidewalk, Washington to Franklin entrance 530'. Plow parking area northeast corner Tinkham/Washington: old tennis courts.	By 7:15 a.m.	\$ <u>68⁰⁰ Kubota</u> 58 ⁰⁰ Labor	\$ <u>340⁰⁰</u>
Ludington Elementary: All Sidewalks and doorways with sidewalks including sidewalk to staff parking lot.	By 7:15 a.m.	\$ <u>68⁰⁰ Kubota</u> 58 ⁰⁰ Labor	\$ <u>204⁰⁰</u>

\$ 68.⁰⁰ Kubota
 +
 \$ 58.⁰⁰ Laborer ?

Schedule C: Salting

(All hourly rates are to include salt cost)

Description	Deadline	Hourly Rate	Not to Exceed
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High School / Middle School Complex back parking lot, 40' from building. Also, salt OJ visitor parking lot. Salt main entrance to HS, main entrance to OJ. Salt Parking area northeast corner Tinkham-Washington (Old Tennis Court).

By 7:15 a.m.

\$ 189⁰⁰ Lots \$ 661.50
 1 ton applied 3.5 Tons
 walks *16⁰⁰ bag applied - 240⁰⁰

Ludington Elementary: Parking lots and all sidewalks and doorways with sidewalks including sidewalk to staff parking lot.

By 7:15 a.m.

\$ 189⁰⁰ Lots \$ 425.25
 1 ton applied 2.25 TONS
 walks - 16⁰⁰ bag applied - 160⁰⁰

CBO and Bus Barn: Sidewalks and all entrances including fueling station, and parking lots.

By 7:15 a.m

\$ 189⁰⁰ Lots \$ 189⁰⁰
 1 ton applied 1 Ton applied
 walks - 16⁰⁰ bag applied - 32⁰⁰

Schedule D: Loader Work

School/Location	Deadline	Hourly Rate	Not to Exceed
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Please give hourly rates for front end loader work, if not already included above.

\$ 120⁰⁰ \$ _____
3 yd bucket
95⁰⁰ 1 yd bucket

Schedule E

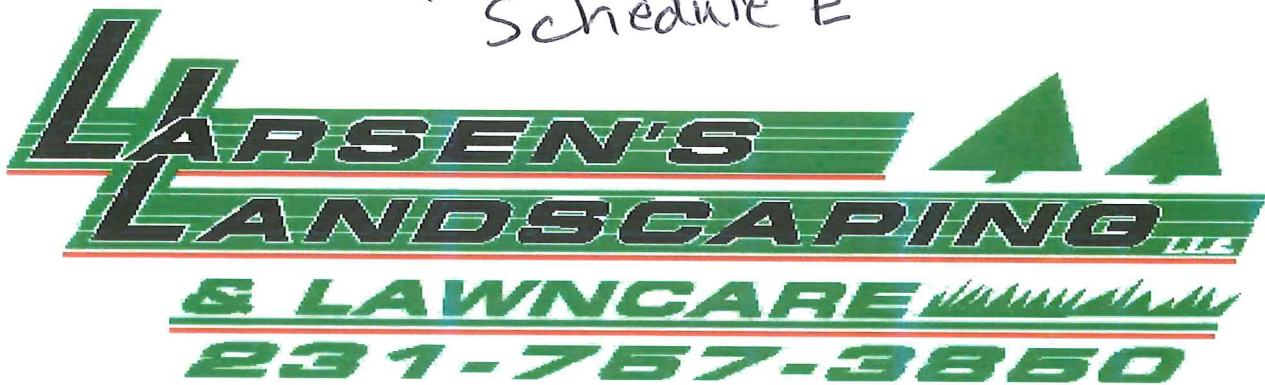
Please provide a list of all equipment you propose to use in servicing our account. Include make, model, engine, blade size, year and additional relevant information.

See attached

References (include contact and phone number)

1. _____
2. _____
3. _____

" Schedule E "



3091 N. US-31 Scottville, MI 49454

List of Equipment:

1997 F350 with 8' V-plow & salter
2004 F450 with 9' V-plow
2002 F350 with 8' V-plow & back blade
2002 F350 with 9' V-plow & back blade
2002 F250 Super Duty with 9' V-plow & back blade
1999 F250 with 8' V-plow
1999 F350 with 9' V-plow
2002 F350 with 9' V-plow
1999 F250 with 9' V-plow
1999 F350 with 9' V-plow & back blade
2004 F350 with 9' V-plow & back blade
2002 F350 with 9' V-plow
2001 F450 with 9' plow & back blade
2000 F350 with 9' plow & back blade
2001 F250 with 9' V-plow
2003 F350 with 9' V-plow
2008 F350 with 9' V-plow
2000 Chevy Dump
1995 Chevy Stake Truck
2000 F350 Flat Bed with 8' V-plow & back blade
2008 Chevy Dump
2000 Ford F350 Dump
2001 F750 Dump
2001 F250 with 8' V-plow
1996 Ford with belly scraper, bulk salter and sander
1995 International Dump
1991 International w/ 12' straight blade & belly scraper & 5 yd. sander-salter
2000 Isuzu Truck
1995 KOMATSU WA320 LOADER
2000 KOMATSU WA380-3MC LOADER
1997 KOMATSU WA380-3L LOADER
2006 TAKEUCHI TRACK LOADER
1997 KUBOTA R520
KUBOTA L35 LOADER
1994 CASE 721B
2009 ASV PT60

580 CASE
JD 644H LOADER
277B CAT SKID STEER
Case W24 Loader
Case 1994 721B Loader
2004 928 G Cat Loader
Kubota R400
Ford Loader
1989 544 John Deere Loader w/ 16' pusher & bucket
2000 Mustang Skid Loader w/ pusher
8 Toro Snow Blowers
2 Airens Snow Blowers
2 Snapper Snow Blowers
1 Troy Built Snow Blower

References for Snow Removal Services:

- Metalworks
901 6th St.
Ludington, MI 49431
Jeff Shartell
231-845-3110
jshartell@metalworks1.com

- Cone Drive
5115 W. Progress Dr.
Ludington, MI 49431
John Cummins
231-425-6141
jcummins@conedrive.com

- Floracraft
1 Longfellow Place
Ludington, MI 49431
Scott Umstead
231-736-0305
sumstead@floracraft.com

Vendor Information Plowing Response

Name of Company Larsen's Landscaping, LLC

Address 3091 N. US-31 Scottville, MI 49454

Telephone 231-757-3850

Signature Karen Larsen

Name and title Karen Larsen - owner

Please provide information on any discounts you may offer us for being awarded all facets of the RFP. Also, if you have any other information you would like to share with us please include it below. This section may be returned blank.

Ludington Area Schools
FAMILIAL RELATIONSHIP DISCLOSURE FORM

AFFIDAVIT OF BIDDER

The undersigned, the owner or authorized officer of Larsen's Landscaping (the Bidder), pursuant to the familial disclosure requirements provided in the Advertisement for Bid, hereby represents and warrants, except as provided below, that no familial relationships exist between the owner(s) or any employee of Larsen's Landscaping (the Bidder) and any member of the Board of Education of the School District or the Superintendent of Ludington Area Schools.

List and describe any Familial Relationships:

BIDDER:

Larsen's Landscaping
By: Karen Larsen
Its: owner

STATE OF MICHIGAN

COUNTY OF _____

Subscribed and sworn to before me on the _____ day of _____ 20____,
by _____

_____ (notary public)

_____ County, Michigan

My Commission Expires: _____

Acting in County of _____

Ludington Area Schools
CERTIFICATION of ELIGIBILITY by BIDDER

The undersigned, the owner or authorized officer of *Larsen's Landscaping* (the "Bidder"), pursuant to The Iran Economic Sanctions Act 517 of 2012 MCL, and the requirement provided in the Ludington Area Schools (the "School District") advertisement or RFP documentation for any business undertaking, hereby represent and warrant, except as provided below, that (the Bidder's Company / Business is in full and unconditional compliance with Public Act 517 of 2012 MCL, and is not an Iran Linked Business.

Conditional Effect 129.316 Sec. 6: The provisions of this Act are effective only if Iran is a State sponsor of terror as defined under section 2 of the divestment from terror Act, 2008 PA 234, MCL 129.292.

BIDDER: *Larsen's Landscaping*

By: *Karen Larsen*

Its: *OWNER*

STATE OF MICHIGAN

COUNTY OF

This instrument was acknowledged before me on the _____ day of _____, 20____, by

_____, Notary Public

_____, County, Michigan

My Commission Expires:

Acting in the County of: