

CRESTWOOD SCHOOL DISTRICT
April 20, 2020
BUSINESS REPORT

TO: Dr. Youssef Mosallam, Superintendent
FROM: Ms. Penny Morgan, Director of Business Operations
RE: Business Report

A. ACTION ITEMS

1. **Appointment of Director to MAISL Joint Risk Management Trust Board**
2. **Approval of Conditional Purchase Agreement for AMcomm Telecommunications**
3. **Approval of Conditional Purchase Agreement for Inacomp**
4. **Approval of contract with TruGreen Lawn Care**
5. **Approval of contract with Johnson Controls – Fire Alarm System**
6. **Approval of contract with Taylor & Morgan**
7. **Approval of contract with Johnson Controls – Alarm System**
8. **Approval of contract with – Maintenance for the Fields**

B. INFORMATIONAL ITEMS

1. **None**

A. ACTION ITEMS

1. Appointment of Director to MAISL Joint Risk Management Trust Board

Crestwood School District participates in the Metropolitan Association for Improved School Legislation (MAISL) Trust. This organization provides school district insurance programs and risk management services. The MAISL board structure gives each of its 27 Michigan School Districts a voice in the operation of the Trust. The departure of the prior Director of Business Operations created an opening that needed to be filled.

RECOMMENDED ACTION: That the Crestwood Board of Education recommends Penny Morgan, Director of Business and Operations, be named Director to the MAISL Joint Risk Management Trust. See Attachment 6.A.1.

2. Approval of Conditional Purchase Agreement for Amcomm Telecommunications

Crestwood School District has applied for e-rate funding to cover 90% of the maintenance agreement. The district has approximately 4 miles of fiber to maintain. The district put out an RFB for maintenance services to begin in the 20-21 school year. Amcomm Telecommunications is the company to submit a bid. Amcomm is also the company that installed our private fiber and we have had a good working relationship with the company.

The company has quoted the district on a 1 year, 3 year or 5 year contract pending board approval and E-rate award (see attached). The savings on a 3 year contract would be \$1,750 per year or \$5,250 total. The savings on a 5 year contract would be \$2,300 per year or \$11,500 for 5 years. The cost of the maintenance will continue to increase, so it would be beneficial for the district to lock in a contract for a longer period of time. The company has also guaranteed an emergency response time within 3 hours of notification.

Recommended Action: That the Crestwood Board of Education approve a 5 year contract with Amcomm Telecommunications contingent upon the district being approved for E-Rate funding. See Attachment 6.A.2.

3. Approval of Conditional Purchase Agreement for Inacomp

Crestwood School District has applied for e-rate funding to cover 90% of the cost to purchase a core edge switch, which will provide direct connection to RESA. In addition, the district applied for e-rate funding to cover 85% of the smartnet contracts which are maintenance contracts for the switches.

Recommended Action: That the Crestwood Board of Education approve with Amcomm Telecommunications contingent upon the district being approved for E-Rate funding. See Attachment 6.A.3.

4. Approval of contract with TruGreen Lawn Care

Previously Crestwood School District contracted with TruGreen Lawn Care for weed control on the football field only. After speaking with the Maintenance Supervisor, we would like to add weed control at all our buildings. We believe that it will allow the district to enhance the appeal of the district, as well as assist our maintenance staff with outside facility care. The contract would allow for three applications at all buildings except the high school which would have six applications. This will decrease the weed population and allow custodial and maintenance staff to focus on other areas. The total cost of the additional areas would be \$3,915.00 for the year.

Recommended Action: That the Crestwood Board of Education approve the annual contract with TruGreen Lawn Care for weed control at all buildings in the amount of \$3,915.00. See Attachment 6.A.4.

5. Approval of contract with Taylor & Morgan

On February 12, 2020 at the board's request, Crestwood School District issued a Request for Bid (RFB) for audit services. The request was for a three year contract period to provide yearly independent audition services. The district received bids from six different auditing firms with costs range \$23,840 to \$41,500 per year (see bid results sheet). Out of the six companies that provided bids, I have had past experiences from prior districts with three and working knowledge from colleagues for two.

The requirements of the bid were very specific; in the bid the companies were to include 5 items in order to be identified as a complete bid. The items were Appendix A: Bidder Information, Appendix B: Certification of No Familial Relation, Appendix C: Iran Sanctions, Appendix D: Bidder Certification and Signed Addendum. Four of the six bids had all the required documents and were evaluated for the project.

Recommended Action: That the Crestwood Board of Education award the three year audit contract to Taylor & Morgan in the amount of \$24,850 for the 2019-2020 school year, \$25,350 for the 2020-2021 school year and \$25,850 for the 2021-2022 school year for a total 3 year cost of \$76,050. See Attachment 6.A.5.

6. Approval of contract with Johnson Controls - Fire Alarm System

Crestwood's Administration Building needs a Fire Alarm System installation. The project will take approximately 2 - 4 weeks to complete. It will include installation of pull stations at each exit, Fire Alarm Document box, smoke detectors, ceiling mount horn strobes, ceiling mount strobes and sole path radio. The alarm system will allow for additional safety for building and staff. The total cost of installation is \$17,480.00 with an annual service fee of \$1,980 per year.

Recommended Action: That the Crestwood Board of Education approve the installation contract of \$17,480.00 and annual service contract in the amount of \$1,980.00 with Johnson Controls. See Attachment 6.A.6.

7. Approval of contract with Johnson Controls - Alarm System

The alarm systems within Crestwood School District are currently tied to analog phone systems, which in the event of an incident the alarm company is notified, who then calls either the fire department or the police department depending on the situation. The state is trying to pass a new mandate that would require all fire alarms be moved to a cellular connection. By updating our current alarm systems, we would be able to be proactive in regards to the situation and reduce our communication costs. The annual cost to cover all our current buildings will be \$23,440.13. This will cover all service calls throughout the year and upgrading our systems to allow for cellular communications.

Recommended Action: That the Crestwood Board of Education approve the annual contract with Johnson Controls in the amount of \$23,440.13. See Attachment 6.A.7.

8. Approval of contract with The Green Butlers Lawn Care & Property Maintenance

Due to the amount of time and maintenance to our machines the district decided to cost out monthly lawn care, including trimming for the property located at 7710 Inkster Road in Inkster. Normally, it would take our maintenance staff several days (typically 2 men 8 hours for 3 or 4 days) to cut this property and run down our equipment, we feel it would be cost beneficial to contract the care of the fields out. Maintenance Supervisor had scheduled three companies to quote the project; however only one company kept the appointment and quoted the project.

The first cut which would include cleaning the debris and removal of a fallen tree would cost \$1,500.00. Each additional cut after that would be \$850.00 per cut. The maximum number of cuts in one month would be 3 cuts depending on weather. The first cutting would not occur until after the stay at home order is lifted or lawn care is considered essential work.

Recommended Action: That the Crestwood Board of Education approve an open purchase order for the grass cutting contract for 7710 Inkster Rd with The Green Butlers in the amount not to exceed the amount of \$15,100.00. See Attachment 6.A.8.

B. INFORMATIONAL ITEMS

1. None