

BUILDINGS/GROUNDS & TRANSPORTATION REPORT

Date: May 21, 2018
To: Board of Education
From: Lori Ade

BUILDINGS/GROUNDS

Facilities Committee

The Facilities Committee did not meet in May. The next meeting is scheduled for Wednesday, September 19, 2018 at 5:30 p.m. at the Jr. High School.

Strategic Plan

Plans are being formalized for the summer work. After a meeting held Friday, May 18th with GRP personnel and contractors, the tentative schedule is as follows:

Washington School – concrete work after Memorial Day.

Jr. High – front planter work to begin early to mid-June

All Schools – window film installation to start early June

Jr. High – fire alarm system will take the longest time of all projects. It's estimated to start May 29th, with an expected completion date of July 1st.

Sale of Current Football Scoreboard

The district received only one bid for the sale of the scoreboard. A copy of the bid proposal from Joe Coleman Salvage & Demolition is attached. His bid purchase price is \$802.00

The schedule for removal is to begin as soon as Tuesday, May 22, with a final completion date of June 10.

I was approached by a couple of Quarterback Club members, asking if any of the proceeds from this sale could be shared with the Quarterback Club since they were funding all the costs for the new scoreboard.

I will need a motion to approve the bid received. If the board wants to donate and or all of the proceeds to the Quarterback Club, a motion will be needed for that action as well.

Water Issue at elementary buildings

Hilton's Plumbing has started the initial investigation to see if it could be feasible to install a new water line to new water fountains (by-passing the old piping). When school is out, we will look at this closer, but seems like it might be a possible option for the few locations needed.

Contracts

This month, I was able to review contracts with Xcell Mechanical (preventative maintenance for HVAC/Boiler systems), and also with Honeywell (automated building solutions/software for HVAC at the High School).

Xcell Mechanical: This contract is a self-renewable contract that was slightly outdated, so we reviewed each school, line for line what needed to be covered. This contract has been in existence since 2013 with no increase in cost since that time. The contract requires two services per year (spring and fall). Xcell has been a reliable and helpful partner with our heating and cooling equipment. We have had access to the same technician for the contract duration, and he will many times guide our staff via phone on how to correct/repair issues that could otherwise cost more dollars to the district. Our current contract year runs January – December, so we have time to get the new updates in place before January, 2019. Once I get the updated contract numbers, I will bring to the board for approval.

Honeywell: Contract is for the computer itself that runs the Honeywell HVAC program, as well as the software controls program that operates the actual equipment in the High School. Our current software and equipment is not supported any longer due to the age (19 years old). Honeywell is recommending that we upgrade to the current version of supported operating systems, but that comes at a price of course. We could remain where we are with our software programs/controls, and pay a maintenance contract fee of \$6,981.34 for the 18-19 school year, and then a 3% increase thereafter. However, if something happens to our computer equipment/program/software, then there is no support, and we would pay current time and material pricing for assistance (\$171/hour), and could ultimately have to purchase new equipment and software for a purchase price of \$24,647 (current pricing). There are a couple different options for our maintenance contract and upgrade of equipment/software that Honeywell has offered up for us to review. I have attached the upgrade pricing, and will give a detailed explanation at Monday's meeting. Our current contract is set to auto renew June 1st, so we will need to take action at the May meeting.

Walk-In Freezer

During this fiscal year, we have had several repairs to the large walk-in freezer located here at the Unit Office. To refresh everyone's memory, we purchased this 28' x 8' freezer from a restaurant that closed in Taylorville for a bargain price of \$4,000 back in 2011. Up until this past couple of years, we've had minor repairs on this unit. This year we have replaced the compressors and fan motors, and done some electrical repairs, which have added up to about \$8,000 over the year. The most expensive items in the freezer have now been replaced. To purchase a new freezer of this size would be in the neighborhood of \$30,000-\$40,000, so even though the repairs have added up this year, we are still money ahead comparing the repairs to the purchase of a new unit. Again, given the fact that we've replaced some of the major components, we're hopeful that this freezer will operate for several years to come.

Year End

As summer quickly approaches, we are gearing up for the busy summer season. Work orders are being put together for the maintenance and custodial staffs, summer supplies are starting to arrive, and other work is being scheduled as needed with other contractors. As the work progress unfolds, I will share updates at the June/July/August meetings.

TRANSPORTATION

Vacancies:

We have had, and are anticipating a couple more vacancies in the Transportation Department at the end of this school year. We have one permanent route unfilled since April. We also anticipate a couple of bus aide vacancies that will need filled before next school year. All vacancies will be posted and advertised. The driver position has already been posted once with no applications received.

CPI (Crisis Prevention) Training

Mid-State Special Education has offered CPI Training to our entire Transportation Department. We have already had three of the transportation employees trained, who voiced that the training has been very helpful to them on a daily basis. Tentative plans are to perform this 8-hour training the 2nd week of August. This training is vitally important, so I hope everyone who is available will take advantage of the offer.

ATTACHMENT B

BID FORM

Lou Ade
5-14-18
2:01 pm

Wendy Hurdell
5-14-18

Bid Amount:

Unless specifically noted in the Bid, Pana CUSD #8 shall deem the Bid to be complete and shall not charge any costs above and beyond the Bid amount as set forth by the Bidder herein.

Total Bid Price: \$ 802.00
(EIGHT HUNDRED TWO DOLLARS 00/100)

Authorized Signature of Bidder:

B Durbin

Bidder attests that:

He/she has thoroughly reviewed this IFB and that this Bid response is submitted in accordance with the IFB requirements.

Name:

JOE COLEMAN'S SALVAGE & DEMOLITION

Street Address:

5 N. STATE ST.

PANA, IL 62557

Signature:

B Durbin

Signatory's Name:

BRIDGETT DURBIN



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 05/11/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

PRODUCER: J.L. Hubbard Insurance and Bonds, Forsyth, IL 62535. CONTACT: Holli Schorey, (217) 877-3344 3244. INSURER(S) AFFORDING COVERAGE: Rockhill Insurance Company, NAIC # 28053.

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

Table with 7 columns: INSR LTR, TYPE OF INSURANCE, ADDL SUBR INSD WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liability, Workers Compensation and Employers' Liability, and Pollution Liability.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) RE: Sale & removal of the current football scoreboard - Brummett Field, Pana Sr. High School

CERTIFICATE HOLDER: Pana Community Unit School District #8, PO Box 377, Pana, IL 62557. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: [Signature]



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/14/18

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IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER KILLAM & ENGLUND INSURANCE PO BOX 20 Shelbyville, IL 62565	CONTACT NAME: Jim
	PHONE (A/C, No, Ext): (217) 774-3618 FAX (A/C, No): (217) 774-3641 E-MAIL ADDRESS: brenda@killaminsurance.com
INSURED JOE COLEMAN SALVAGE & DEMOLITION, INC 5 N STATE ST PANA IL 62557	INSURER(S) AFFORDING COVERAGE
	INSURER A: GREAT AMERICAN INS GROUP
	INSURER B: COMMERCE & INDUSTRY - AIG
	INSURER C:
	INSURER D:
	INSURER E:

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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INSR LTR	TYPE OF INSURANCE	ADOL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANYAUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTIONS						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In Ill) If yes, describe under DESCRIPTION OF OPERATIONS below			WC004334060	10-12-17	10-12-18	X WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	CONTRACTOR'S EQUIP LEASED/RENTED EQUIP			7198104	05-09-17	05-09-18	LIMIT \$2,547,356

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
PROJECT: SALE & REMOVAL OF CURRENT FOOTBALL SCOREBOARD, BRUMMETT FIELD, PANA SR. HIGH SCHOOL, 201 W 8TH ST, PANA IL 62557

CERTIFICATE HOLDER PANA COMMUNITY UNIT SCHOOL DISTRICT #8PO PO BOX 377 PANA IL 62557	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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05/14/2018

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PRODUCER
 ISHMAEL INSURANCE SERVICES INC.
 2A West Washington St.
 PO Box 318
 Pana, IL 62557

INSURED
 Joe Coleman Salvage & Demolition, Inc.
 5 N State
 Pana IL 62557

CONTACT NAME: Dennis Ishmael
PHONE (A/C No, Ext): _____ **FAX (A/C No):** _____
E-MAIL ADDRESS: _____

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: PROGRESSIVE INSURANCE COMPANY	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____					EACH OCCURRENCE \$ _____ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ _____ MED EXP (Any one person) \$ _____ PERSONAL & ADV INJURY \$ _____ GENERAL AGGREGATE \$ _____ PRODUCTS - COMP/OP AGG \$ _____
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		01287385	12/31/2017	12/31/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ _____ BODILY INJURY (Per accident) \$ _____ PROPERTY DAMAGE (Per accident) \$ _____
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: _____ RETENTION \$ _____					EACH OCCURRENCE \$ _____ AGGREGATE \$ _____
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ _____ E.L. DISEASE - EA EMPLOYEE \$ _____ E.L. DISEASE - POLICY LIMIT \$ _____

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Project: Sale & removal of the current football scoreboard at Brumment Field
 Pana High School 201 W 8th street Pana, IL 62557

CERTIFICATE HOLDER Pana Community Unit School District #8 P.O. Box 377 Pana, IL 62557	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE DENNIS J. ISHMAEL
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Lori Ade <lade@panaschools.com>

Pana HS XBS to EBI R500 Upgrade Pricing

1 message

Weinstein, Mike <Michael.Weinstein2@honeywell.com>

Mon, Apr 30, 2018 at 9:49 PM

To: Lori Ade <lade@panaschools.com>

Cc: Tim Eddy <teddy@panaschools.com>, "Blissett, Edward F. (IL40)" <edward.f.blissett@honeywell.com>

Lori,

Good evening. Thank you again for your time recently. I finally have the upgrade pricing options for you based on our meeting. Sorry it took so long. Here you go.

1. One time EBI R500 installation only \$24,647
 - a. New Dell Server with monitor, keyboard and mouse
 - b. EBI R500 software license
 - c. Acronis backup software
 - d. External hard drive
 - e. Building network adapter
 - f. Existing XBS graphics conversion
 - g. Labor
 - h. 1 year warranty on parts and labor

2. Current flex maintenance agreement + HSA (Honeywell Software Assurance) over 3 years \$9,667.56/year
 - a. HSA entitles you to EBI software upgrades (includes software and labor) as they are released throughout the contract period to stay current.
 - b. To sum this up, the yearly breakdown price is \$2,754 which gives you the included upgrade instead of years down the road having to pay a much larger one time installation price.

3. One time installation + flex maintenance agreement + HSA over 3 years \$11,438.19/year
 - a. This gives you the ability to spread out the installation cost with the maintenance agreement and HSA equally over 3 years.
 - b. The only caveat with this option is there would be verbiage stating in the contract regarding early termination pricing based on the immediate upgrade having occurred, etc.

4. Current flex maintenance agreement is \$6,778/year based on quarterly trips by the technician
 - a. We agreed switching coverage from flex to comprehensive coverage would not make financial sense as there have not been many instances of hardware failing.

b. The period on the current agreement is scheduled to auto renew on 6/1/18.

5. Current Time & Material (T&M) contract pricing is \$192.49/hour (10% off list)

a. In the updated agreement, I would propose giving you T&M pricing of \$171/hour (20% off list) so everyone is on the same page in case of staff turnover.

Whether you decide to proceed or not, I'd still like to get your contract updated. If you would like me to attend a board meeting, I can make myself available. Let me know if you have any questions. Have a good night.

Regards,

Mike

Mike Weinstein

Field Service Supervisor

Honeywell | Honeywell Building Solutions

Office: 314-548-4124

Mobile: 314-682-9353

Fax: 314-548-4130

Emergency Service: 888-497-4117

michael.weinstein2@honeywell.com

honeywell.com

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