

# Memorandum

**To:** Doug Hasler, CFO/Executive Director of Business Services  
School Board Members

**From:** Dave Spooner *Dave Spooner*  
Manager of Facilities

**Date:** March 21, 2017

**Re:** Annual Quotes for District-Wide Contract Services

*ok  
DH  
3/24/17*

The following quotes were advertised according to statute and School Board Policy for services to be performed from July 1, 2017 through June 30, 2018, with the option to renew for two (2) additional one-year periods if acceptable to both parties.

**Quote #4258 – District-Wide Bricklayer Labor Services**

Stretar Masonry & Concrete – Total Annual cost estimated at \$22,550.00

**Quote #4259 – District-Wide Flooring Installation Labor Services**

Johnson's Carpet One – Total Annual Cost estimated at \$6,195.00

**Quote #4260 – District-Wide Annual Service and Maintenance of Emergency Generators**

Cummins Sales & Service – Total Annual Cost estimated at \$4,943.96

**Quote #4261 – District-Wide Plumbing Labor**

The Jamar Company – Total Annual Cost estimated at \$25,898.00

**Quote #4262 – District-Wide Roofing Labor**

The Jamar Company – Total Annual Cost estimated at \$31,150.00

**Recommendation**

I recommend the Duluth School Board approve entering into a contract with each contractor based on their low quote for services to be performed from July 1, 2017 through June 30, 2018, with the option to renew for two (2) additional one-year periods if acceptable to both parties. Quote tabulation is attached for each quote for your reference. If you concur, please sign all copies of the attached agreements.

**Attachments**

**QUOTE TABULATION**  
**FLOORING INSTALLATION LABOR**  
for the period of July 1, 2017 through June 30, 2018  
**QUOTE #4259**  
Tuesday, February 28, 2017 - 2:15 p.m.

| Vendor                                                                                                        | Hourly Rate    | Total Annual<br>Amount of Quote |
|---------------------------------------------------------------------------------------------------------------|----------------|---------------------------------|
| <b>Contract Tile and Carpet, LLC</b><br>537 Garfield Avenue<br>Duluth, Minnesota 55802<br>phone: 218-723-4056 | <b>\$64.95</b> | <b>\$6,495.00</b>               |
| <b>Johnson's Carpet One</b><br>5611 Grand Avenue<br>Duluth, Minnesota 55807<br>phone: 218-628-2249            | <b>\$61.95</b> | <b>\$6,195.00</b>               |
| Superior Floor Care Specialist, Inc.<br>1021 Tower Avenue<br>Superior, Wisconsin 54880<br>phone: 715-394-3637 |                |                                 |
|                                                                                                               |                |                                 |
|                                                                                                               |                |                                 |
|                                                                                                               |                |                                 |
|                                                                                                               |                |                                 |

**COMPARISON**  
**FLOORING INSTALLATION LABOR**  
 July 1, 2017 through June 30, 2018

|                              | change<br>from FY17 | FY18<br>Quote #4259 | FY17                    |                         | FY16                    |             | FY15        |             | FY14                    |                         | FY13        |             | FY12<br>Quote #4077 |
|------------------------------|---------------------|---------------------|-------------------------|-------------------------|-------------------------|-------------|-------------|-------------|-------------------------|-------------------------|-------------|-------------|---------------------|
|                              |                     |                     | Quote #4168<br>3rd Year | Quote #4168<br>2nd Year | Quote #4168<br>2nd Year | Quote #4168 | Quote #4168 | Quote #4168 | Quote #4077<br>3rd Year | Quote #4077<br>2nd Year | Quote #4077 | Quote #4077 |                     |
| Hourly Rate                  | 12.3%               | \$61.95             | \$55.17                 | \$55.17                 | \$55.17                 | \$54.62     | \$54.62     | \$54.62     | \$54.62                 | \$53.71                 |             | \$52.50     |                     |
| Total Annual Amount of Quote | 12.3%               | \$6,195.00          | \$5,517.00              | \$5,517.00              | \$5,517.00              | \$5,462.00  | \$5,462.00  | \$5,462.00  | \$5,462.00              | \$5,371.00              |             | \$5,250.00  |                     |

## **AGREEMENT**

**THIS AGREEMENT**, made and entered into this 18<sup>th</sup> day of April 2017, by and between Independent School District #709, a public corporation, hereinafter called District, and Johnson's Carpet One, an independent contractor, hereinafter called Contractor.

**THE PURPOSE OF THE AGREEMENT** is to set out the terms and conditions whereby Contractor will provide programs or services for the District at the times and locations set forth in this Agreement.

The terms and conditions of this Agreement are as follows:

1. **Dates of Service.** This Agreement shall be deemed to be effective as of July 1, 2017, and shall remain in effect until June 30, 2018 unless terminated earlier as provided for herein, or unless and until all obligations set forth in this Agreement have been satisfactorily fulfilled, whichever occurs first.
2. **Performance.** Perform all work as specified in Quote #4259, District-Wide Flooring Installation Labor for the period of July 1, 2017 through June 30, 2018, with the option to renew for two (2) additional one-year periods. This hourly rate contract award amount is approximately \$6,195.00 based on 100 estimated hours of labor at \$61.95 per hour. Total Contract award amount to be determined through execution of this contract based upon rates as defined in the contractor's quote proposal.
3. **Contract Documents.** It is understood that this Contract consists of the following:
  1. Printed Memoranda of Agreement and Title Sheet;
  2. Contractor's response;
  3. Contractors Insurance Policy;
  4. Asbestos Containing Materials Acknowledgment Form; and
  5. Any other documents identified by ISD 709.
4. **Reimbursement.** In consideration of the performance of Contractor of its obligations pursuant to this Agreement, District hereby agrees to reimburse Contractor for its services and expenses in performing said obligations at a rate of approximately \$6,195.00. Contractors are required by Minnesota Statutes, Section 270.66, subd. 3, to provide their Taxpayer Identification Number (TIN) used in the enforcement of Federal and State tax laws. The TIN will be available to Federal and State tax authorities and State personnel involved in the payment of State obligations. This Agreement will not be approved unless the TIN is provided.
5. **Requests for Reimbursement.** The terms of payment under this Agreement are as follows:
  - a. Payment shall be made by the District within 30 days of submission of a proper invoice by the Contractor;
  - b. Any other terms of payment in the performance of services are incorporated by reference in this Agreement.
6. **Propriety of Expenses.** The fact that the District has reimbursed Contractor for any expense claimed by Contractor shall not preclude District from questioning the propriety of any such item. District reserves the right to offset any overpayment or disallowance of any item or items at any time under this Agreement by reducing future payments to Contractor. This clause

shall not be construed to bar any other legal remedies District may have to recover funds expended by Contractor for disallowed costs, or to seek other damages.

7. **Ownership of Materials.** The District reserves the rights to reproduce the documents that are the subject of the Contract, in any form, in any fashion, or appropriate the contents of the documents, or any portion thereof, to its own use for any and all programs, forms and other materials that Contractor has provided, prepared, or utilized in performance of the terms of this Agreement.

8. **Independent Contractor.** Both the District and Contractor agree that the Contractor will act as an independent contractor in the performance of its duties under this Agreement and is not an employee of the District. Nothing contained in this Agreement shall be construed as in any manner creating a relationship of joint venture between the parties, which shall remain independent contractors with respect to all actions performed pursuant to this Agreement.

Accordingly, Contractor shall be responsible for payment of all taxes, including Federal, State, and local taxes, arising out of Contractor's activities in accordance with this Agreement, including by way of illustration, but not limited to, Federal and State income tax, Social Security tax, Unemployment Insurance taxes, workers compensations, and any other taxes or business license fees as required.

9. **Indemnity and defense of the District.** Contractor hereby agrees to defend, indemnify and hold the District harmless from all claims relating to its work pursuant to this Agreement.

In the event that Contractor breaches its obligation to defend, indemnify and hold the District harmless, then in addition to its other damages the District shall be entitled to recover its attorney's fees and costs and disbursements incurred in enforcing this Agreement.

10. **Notices.** All notices to be given by Contractor to District shall be deemed to have been given by depositing the same in writing in the United States Mail care of David J. Spooner, ISD 709, Duluth Public Schools, 215 North 1<sup>st</sup> Avenue East, Duluth, MN 55802. All notices to be given by District to Contractor shall be deemed to have been given by depositing the same in writing in the United States Mail care of Johnson's Carpet and Tile, 5611 Grand Avenue, Duluth, MN 55807.

11. **Assignment.** Contractor shall not in any way assign or transfer any of its rights, interests or obligations under this Agreement in any way whatsoever without the prior written approval of the District.

12. **Modification or Amendment.** No amendment, change or modification of this Agreement shall be valid unless in writing signed by the parties' hereto.

13. **Governing Laws.** This Agreement, together with all its paragraphs, terms and provisions is made in the State of Minnesota and shall be construed and interpreted in accordance with the laws of the State of Minnesota without regard to conflict of laws considerations.

14. **Compliance with Laws.** The Contractor shall comply with all governing laws, rules and regulations, whether federal, state, local or those of the District. Those governing laws include but are not limited to Minnesota Statute 16C.05 (5) (formerly 1998 Minnesota Laws Ch. 386, Art. 1 Section 6) which Statute presently provides that the books, records, documents and accounting procedures and practices of the vendor or other party, that are relevant to the Contractor transaction, are subject to examination by the contracting agency and either the

legislative auditor or the state auditor, as appropriate, for a minimum of six years. The other provisions of the Statute also apply.

The Contractor recognizes that, to the extent that competitive bidding requirements apply to this Contract, those requirements apply to the award and performance of this Contract.

The Regulations of the District are incorporated into this Contract by reference and must be complied with whether or not specifically identified in this Contract.

15. **Entire Agreement.** This Agreement contains the entire understanding of the parties hereto with respect to the subject matter hereof and shall not be changed or otherwise altered except by written agreement of the parties.

16. **Cancellation.** Either party shall have the right to terminate this Agreement, without cause, upon (30) days written notice to the other party as provided for in this Agreement.

17. **Data Practices.** Contractor further understands and agrees that it shall be bound by the Minnesota Government Data Practices Act (Minnesota Statutes 13.03-13.04) with respect to "data on individuals"; as defined in 13.02, subd. 5 of that Statute) which it collects, receives, stores, uses, creates or disseminates pursuant to this Agreement.

18. **Insurance.** Contractor shall not commence work under the contract until they have obtained all the insurance described below and Duluth Public Schools has approved such insurance. Contractor shall maintain such insurance in force and effect throughout the term of the contract.

Contractor is required to maintain and furnish satisfactory evidence of the following insurance policies:

19. **Workers' Compensation Insurance:** Contractor must provide Worker's Compensation insurance for all its employees and, in case any work is subcontracted, Contractor will require the subcontractor to provide Workers' Compensation insurance in accordance with the statutory requirements of the State of Minnesota including Coverage B, Employer's Liability.

20. **Commercial General Liability:** Contractor is required to maintain insurance protecting it from claims for damages for bodily injury, including sickness or disease, death, and for care and loss of services as well as claims for property damage, including loss of use which may arise from operations under the Contract whether the operations are by the contractor or subcontractor or by anyone directly or indirectly employed under the contract. The District shall be listed as the certificate holder and shall be named an additional insured under said policy and proof of this insurance shall be provided to the District. This insurance shall be in at least the amount of \$1,500,000.

21. **Bonding.** Contractor shall provide such Payment and Performance Bonds as may be required, if any.

22. **Representatives of the District.** The Contractor shall perform work pursuant to this Agreement pursuant to the request and authority of the following persons:

District Employee  
Doug Hasler

Position  
CFO/Executive Director of Business Services

The Consultant shall report to the following persons regarding its work pursuant to this Agreement, or the designees:

District Employee

David Spooner

Position

Manager of Facilities

23. **Protection of the District.** To the extent that work by the Contractor or others on behalf of the District is to be planned, conducted, supervised or reviewed by the Contractor, the Contractor shall advise the District if such work:

- a. is not being performed pursuant to the plans and specifications, according to the best practice or in accordance with industry standards;
- b. should be rejected or modified;
- c. should be performed in a different manner and whether other work should be performed;
- d. requires ISD 709 to be advised of any other facts or opinions regarding that work.

In all respects, the Contractor shall represent the interests of the District and act to protect those interests and endeavor to guard the District against defects, deficiencies and omissions in the performance of the work.

24. **Negotiation, Mediation and Arbitration.** Any disputes between the parties shall first be negotiated. If the parties are not successful in negotiation, they then shall subject the dispute to mediation. If mediation is not successful, then any disputes between the district and the Consultant shall be resolved through binding arbitration. The arbitration shall be conducted in the State of Minnesota, and Minnesota law shall apply. Unless otherwise agreed by the parties, the arbitration shall be conducted pursuant to the rules of the American Arbitration Association.

At the option of the District, the arbitration shall include in one consolidated arbitration proceeding, all claims and disputes regarding the Contractor and any architects, contractors, subcontractors, material men and other consultants as may be involved in the dispute. Contractor shall include this paragraph in all its subcontracts dealing with the work of the District.

Following the issuance of a demand for arbitration, any party to the arbitration shall be entitled to use all discovery methods permitted in the Minnesota Rules of Civil Procedures for the District courts. Once selected, the arbitrator shall hear any discovery disputes regarding discovery unless otherwise agreed by the parties.

**AS EVIDENCE OF THEIR ASSENT TO THE TERMS AND CONDITIONS OF THIS AGREEMENT**, set forth above, the parties hereto have caused this Agreement to be executed by their duly authorized officers as of the day and year first above written.

INDEPENDENT SCHOOL DISTRICT NO. 709

JOHNSON'S CARPET ONE

\_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
By

\_\_\_\_\_  
Title