

## **Finance & Facilities Committee**

Monday, September 12, 2022 6:00 PM

Waconia Public Schools - District Office, 512 Industrial Blvd., Waconia, MN  
55387

### **1. DISCUSSION ITEMS**

1.A. Annual Preliminary Levy Certification update -  
verbal

1.B. Annual Audit update - verbal

### **2. UPCOMING ACTION ITEMS**

2.A. Security Camera Vendor



Phone:

Email:

[donnier@alpha-wireless.com](mailto:donnier@alpha-wireless.com)

Web:

[www.alpha-wireless.com](http://www.alpha-wireless.com)



## We have prepared a quote for you

### Maintenance Contract - Avigilon ACC & ACM

Quote # 004392  
Version 1

Prepared for:

### Waconia Public Schools

Ra Chhoth  
[rchhoth@isd110.org](mailto:rchhoth@isd110.org)



Phone:

Email: [donnier@alpha-wireless.com](mailto:donnier@alpha-wireless.com)

Web: [www.alpha-wireless.com](http://www.alpha-wireless.com)

Monday, August 29, 2022

Waconia Public Schools  
Ra Chhoth  
512 Industrial Blvd  
Waconia, MN 55387  
[rchhoth@isd110.org](mailto:rchhoth@isd110.org)

Dear Ra,

Enclosed is a Service Agreement Proposal for your consideration. Alpha IT understands that maintaining safety & security infrastructure and minimizing downtime is essential to the successful day to day operation and safety of our public and private schools. Top priority service, maximum uptime, system and product optimization and the ability to budget expenses are just a few of the benefits outlined in the enclosed Service Agreement. Alpha IT will endeavor to provide expedient service to keep equipment operating at factory specifications and all work will be performed by qualified licensed personnel.

Alpha IT will determine the ACC & ACM infrastructure, IP scheme, schedules, approximate age of equipment (budget replacement) as part of this agreement and provide ongoing remote support and onsite support when needed.

*Donnie Rooney*

Donnie Rooney  
President  
Mankato



Phone:

Email: [donnier@alpha-wireless.com](mailto:donnier@alpha-wireless.com)

Web: [www.alpha-wireless.com](http://www.alpha-wireless.com)

## Agreement Terms

Description	Recurring	Price	Qty	Ext. Recurring	Ext. Price
<b>Annual Maintenance Agreement Tier 1 - Avigilon Camera (ACC) &amp; Access Control (ACM) System - includes Automate (patching &amp; quarterly updates) as well as Alpha IT monitoring and support. Contract starts Oct 1, 2022 and will last 1 year and billed monthly.</b>	\$378.33	\$378.33	1	\$378.33	\$378.33
<p>Alpha IT will provide quarterly updates on Client's servers (2012 v2) - ACC &amp; ACM software/firmware updates. Updates to include current version releases (i.e. ACC7.0 would get all 7.x.x updates). Does not include upgrade revisions (i.e. 7.x to 8.x).</p> <p>Will coordinate with Client's schedule for updates.</p> <p>Alpha IT will monitor cameras and make Client aware of any outages.</p> <p>Client will do basic troubleshooting - IP config, ping, network troubleshooting, switch issues, etc.</p> <p>Contract includes remote support. Alpha IT will work with the client for remote access configuration.</p> <p>Contract does not include on-site service call or hardware replacement - factory warranty applies to cameras/hardware only.</p> <p>Contract will include but is not limited to:</p> <ul style="list-style-type: none"> <li>- Gantt chart creation and review of equipment age and replacement plan with recommendations.</li> <li>- Monthly view checks verifying no issues with focusing, debris, etc.</li> <li>- Antivirus and advanced threat protection included on Avigilon appliances</li> <li>- Backup of configuration files</li> </ul> <p>Contract renews yearly until canceled by either Client or Alpha IT.</p>					
				Recurring Subtotal:	\$378.33
				Subtotal:	\$378.33



Phone:

Email: [donnier@alpha-wireless.com](mailto:donnier@alpha-wireless.com)

Web: [www.alpha-wireless.com](http://www.alpha-wireless.com)

## Maintenance Contract - Avigilon ACC & ACM



Prepared by:

**Mankato**

Donnie Rooney  
800-967-1778  
[donnier@alpha-wireless.com](mailto:donnier@alpha-wireless.com)

Prepared for:

**Waconia Public Schools**

512 Industrial Blvd  
Waconia, MN 55387  
Ra Chhoth  
(320) 510-0027  
[rchhoth@isd110.org](mailto:rchhoth@isd110.org)

Quote Information:

**Quote #: 004392**

Version: 1  
Delivery Date: 08/29/2022  
Expiration Date: 09/30/2022

### Quote Summary

Description	Amount
Agreement Terms	\$378.33
Total:	\$378.33

### Recurring Expenses Summary

Description	Amount
Agreement Terms	\$378.33
Recurring Total:	\$378.33

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

### Mankato

Signature: *Donnie Rooney*  
 Name: Donnie Rooney  
 Title: President  
 Date: 08/29/2022

### Waconia Public Schools

Signature: \_\_\_\_\_  
 Name: Ra Chhoth  
 Date: \_\_\_\_\_

## 2.B. Catalyst Sourcing Solutions

# COMPETITIVE COMPLIANT PURCHASING



**CATALYST**  
Sourcing Solutions

**Procurement Tools & Services for  
K-12 Schools**

## About Us

Catalyst Sourcing Solutions provides procurement tools and services to K-12 Schools since 2015. Our districts have saved millions in district operating expenses through efficient, compliant vendor management. Whether your district is seeking to reduce costs, improve vendor quality, or assure proper procurement compliance – Catalyst can help.

## Vendor Management Tools



Catalyst's Supplier**TRACKER** vendor management platform is the nucleus of a district's vendor management. Secure document access, expiration and renewal alerts, and certificate of insurance refreshment all in one spot to assure a strategic, cost-effective purchasing strategy.

## Sourcing Services



### RFP & Bid Administration

Catalyst gives your district leadership team on-demand procurement experts to quote, bid, and negotiate the most competitive agreements with the top-notch vendors and service providers.



### Purchasing Compliance

The Catalyst team can assure your purchasing processes meet every requirement – Federal, State, or Local. Our platform SupplierTRACKER, will make contracts, awards, and bid/quote documents readily available to keep the procurement portion of annual audits simple and easy.



### Government Surplus Management

From no-longer-needed tablets to complete renovations – the Catalyst team will provide you a complete solution to assure that your district purges surplus in the most compliant and cost-efficient way possible.

# Fee Structure

## SupplierTRACKER

The SupplierTRACKER Vendor Management Application is invoiced monthly in the amount of \$359.99 per month. This subscription includes unlimited vendors, users, and documents, as well as automatic refreshment of insurance documentation. Most districts choose to engage Catalyst to assist in the setup and implementation of the SupplierTRACKER tool.

Analyzing and installing the vendor base starts at \$2,250.00 while securing vendor contracts and documents (w9s, etc.) can range from \$45.00 to \$105.00 per vendor/service provider:

- District provides electronic copy for review and upload (\$45.00 each)
- Catalyst comes onsite to scan individually, review, and upload (\$85.00 each)
- Catalyst secures documents directly from vendor/service provider, reviews, and uploads (\$105.00 each)

## Sourcing Services

Catalyst's fee structure is based on time-and-materials basis. For many projects, Catalyst can provide the district a set project fee to simplify budgeting. Our structure assures that a district only pays for professional services when they UTILIZE professional services. This allows our districts to maximize ROI in categories in which the prime objective is to reduce cost. Below you will find a list of completed projects and the financial ROI (First Year Savings divided by Project Cost) the district client secured in the first year.

Category	Project Cost	First Year ROI %
<b>Student Transportation</b>	\$12,450.00	<b>1807.23%</b>
<b>Snow Removal</b>	\$4,300.00	<b>1395.35%</b>
<b>Athletic Uniforms/Custom Apparel</b>	\$5,400.00	<b>777.78%</b>
<b>Student Uniforms</b>	\$4,100.00	<b>780.49%</b>
<b>Managed Print Services</b>	\$5,400.00	<b>592.59%</b>
<b>Managed Print Services</b>	\$6,100.00	<b>508.20%</b>
<b>Sports Medicine</b>	\$3,700.00	<b>810.81%</b>
<b>Waste &amp; Recycling</b>	\$3,870.00	<b>516.80%</b>
<b>Janitorial Supplies</b>	\$4,100.00	<b>463.41%</b>
<b>Waste &amp; Recycling</b>	\$3,450.00	<b>434.78%</b>
<b>Food Services - Produce</b>	\$3,800.00	<b>263.16%</b>

## Surplus Management

For larger projects, we provide a pre-determined quote range on a per room basis. For smaller, day-to-day tasks, the district is invoiced at an hourly rate of \$75.00 - \$145.00 (depending on expertise required).

# Project Savings Examples

Category	District	Process	Financial Benefit	Benefit Type
Athletic Field Resurfacing	Orono	RFP	\$100,000.00	One-Time Savings
Benefits Mgmt. Services/Brokerage	Edina	RFP	\$19,500.00	Annual Savings
Copier/Printer Paper	Columbia Heights	RFP	\$7,500.00	Annual Savings
Food Services - Produce	Eden Prairie	Bid	\$10,000.00	Annual Savings
Janitorial Supplies	Shakopee	RFP	\$19,000.00	Annual Savings
Licensing	Edina	Direct Negotiation	\$10,000.00	Annual Income
Managed Print Services	South St. Paul	RFP	\$31,000.00	Annual Savings
Phone System	White Bear Lake	RFP	\$9,600.00	Annual Savings
Photography Services	Eden Prairie	RFP	\$2,000.00	Annual Income
Snow Removal	Orono	RFP	\$60,000.00	Annual Savings
Sports Medicine	Eden Prairie	RFP	\$30,000.00	Annual Savings
Student Transportation	Hopkins	Direct Negotiation	\$225,000.00	Annual Savings
Student Uniforms	Columbia Heights	RFP	\$32,000.00	Annual Savings
Uniforms/Custom Apparel	Edina	RFP	\$42,000.00	Annual Incentive
Waste & Recycling	Edina	RFP	\$20,000.00	Annual Savings

## Catalyst Districts



3. **OTHER ITEMS**

3.A. Enrollment Report

**0110 WACONIA District**

512 INDUSTRIAL BLVD, WACONIA, MN 55387  
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**Student Enrollment Summary Report**

Effective Date: 09/06/2022 Enrollment Types: P  
 Total Race/Ethnicities: 7 of 7 Total Schools: 6  
 Race/Ethnicity Source: Federal Male/Female/Total: 2064/1975/4039

**Student Population by Race/Ethnicity and Grade Level (Male/Female/Total)****Bayview Elementary**

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
01	8/1/9	-	1/0/1	-	-	43/39/82	-	52/40/92
02	1/4/5	1/0/1	-	2/0/2	-	49/40/89	1/3/4	54/47/101
03	3/3/6	-	1/1/2	-	-	38/45/83	1/3/4	43/52/95
04	4/3/7	1/0/1	-	1/1/2	-	40/43/83	3/0/3	49/47/96
05	2/5/7	0/1/1	1/0/1	0/1/1	-	52/43/95	3/1/4	58/51/109
HK	-	-	-	-	-	5/1/6	1/0/1	6/1/7
KG	1/0/1	-	-	-	-	33/27/60	3/2/5	37/29/66
All Grades	19/16/35	2/1/3	3/1/4	3/2/5	-	260/238/498	12/9/21	299/267/566

**Laketown Elementary**

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
01	1/4/5	-	-	1/1/2	-	37/45/82	2/3/5	41/53/94
02	1/0/1	-	1/1/2	1/1/2	-	34/37/71	2/1/3	39/40/79
03	3/1/4	-	0/1/1	1/0/1	-	45/42/87	1/0/1	50/44/94
04	1/1/2	-	-	0/1/1	-	35/35/70	1/1/2	37/38/75
05	1/5/6	-	1/0/1	2/0/2	-	41/51/92	3/3/6	48/59/107
HK	1/0/1	-	-	-	-	10/2/12	-	11/2/13
KG	1/1/2	-	2/0/2	2/1/3	-	39/24/63	2/0/2	46/26/72
All Grades	9/12/21	-	4/2/6	7/4/11	-	241/236/477	11/8/19	272/262/534

**Southview Elementary**

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
01	1/2/3	-	-	1/0/1	-	59/36/95	2/2/4	63/40/103
02	3/7/10	-	2/0/2	1/2/3	-	45/40/85	2/1/3	53/50/103
03	1/2/3	-	1/0/1	1/0/1	-	50/39/89	2/5/7	55/46/101
04	2/5/7	-	0/2/2	1/2/3	-	38/36/74	3/5/8	44/50/94
05	2/3/5	-	0/2/2	2/3/5	-	38/50/88	2/1/3	44/59/103
HK	0/1/1	-	-	-	0/1/1	8/2/10	-	8/4/12
KG	3/0/3	-	-	1/1/2	-	28/33/61	4/5/9	36/39/75
All Grades	12/20/32	-	3/4/7	7/8/15	0/1/1	266/236/502	15/19/34	303/288/591

**Waconia High School**

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
09	12/7/19	0/1/1	1/2/3	3/3/6	-	160/153/313	5/3/8	181/169/350
10	14/13/27	1/2/3	2/3/5	1/2/3	-	151/145/296	1/3/4	170/168/338
11	4/15/19	-	2/3/5	3/5/8	-	159/156/315	3/5/8	171/184/355
12	14/3/17	-	1/1/2	2/1/3	1/1/2	149/139/288	6/9/15	173/154/327
All Grades	44/38/82	1/3/4	6/9/15	9/11/20	1/1/2	619/593/1212	15/20/35	695/675/1370

**Waconia Learning Center**

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
11	1/0/1	-	-	-	-	3/3/6	-	4/3/7
12	0/2/2	-	-	0/1/1	-	8/8/16	-	8/11/19
All Grades	1/2/3	-	-	0/1/1	-	11/11/22	-	12/14/26

**Student Enrollment Summary Report continued**

0110 WACONIA District

Effective Date: 09/06/2022 Enrollment Types: P

09/06/2022 08:58:45 AM

Total Race/Ethnicities: 7 of 7 Total Schools: 6 Race/Ethnicity Source: Federal Male/Female/Total: 2064/1975/4039

**Waconia Middle School**

<b>Grade</b>	<b>1:Hispanic/Latino</b>	<b>2:American Indian or Alaska Native</b>	<b>3:Asian</b>	<b>4:Black or African American</b>	<b>5:Native Hawaiian or Other Pacific Islander</b>	<b>6:White</b>	<b>7:Two or more races</b>	<b>Total</b>
06	10/5/15	-	2/2/4	3/3/6	-	145/126/271	8/7/15	168/143/311
07	5/9/14	1/0/1	2/2/4	3/0/3	-	143/162/305	8/6/14	162/179/341
08	4/8/12	0/2/2	2/2/4	3/1/4	-	142/132/274	2/2/4	153/147/300
All Grades	19/22/41	1/2/3	6/6/12	9/4/13	-	430/420/850	18/15/33	483/469/952

**Student Population Excluding White not of Hispanic Origin**

<b>School</b>	<b>Total</b>	<b>Percentage</b>
Bayview Elementary	68	12.01%
Laketown Elementary	57	10.67%
Southview Elementary	89	15.06%
Waconia High School	158	11.53%
Waconia Learning Center	4	15.38%
Waconia Middle School	102	10.71%
Total	478	11.83%

3.B. July Bank Rec



4. **FUTURE ITEMS**

4.A. Purchasing Policy Implementation