

**LIVONIA PUBLIC SCHOOLS  
BOARD OF EDUCATION**

**Committee of the Whole  
August 1, 2022 - 5:30 PM  
Board Room  
15125 Farmington Road  
Livonia, Michigan 48154**

**AGENDA**

- I. AUDIENCE COMMUNICATIONS**
- II. COMMITTEE OF THE WHOLE**  
Burton, Chair; Acosta, Bonifield; Bradford; Centers; Jarvis; Johnson
- III. BUILDING & SITE COMMITTEE**  
Centers, Chair; Bradford; Johnson
  - A. LCTC Robotics Rebid** 2  
P. Francis
  - B. Purchase of Copy Paper** 11  
P. Francis
- IV. CURRICULUM COMMITTEE**  
Acosta, Chair; Bonifield; Bradford
  - A. Purchase of i-Ready Diagnostics & Licenses** 14  
T. O'Brien
  - B. Purchase of Act 18 Technology and Supplies**  
J. Taiariol
  - C. Purchase of Apex Licenses** 20  
K. Etue
- V. FINANCE COMMITTEE**  
Bonifield, Chair; Acosta; Jarvis
  - A. State Aid Budget** 23  
A. Smith
- VI. PERSONNEL COMMITTEE**  
Bradford, Chair; Centers; Johnson
- VII. LEGISLATIVE COMMITTEE**  
Jarvis, Chair; Acosta; Centers
- VIII. POLICY COMMITTEE**  
Johnson, Chair; Bonifield; Jarvis



Date: July 27, 2022

To: Andrea Oquist, Superintendent

From: Phillip Francis, Assistant Superintendent of District Services

Re: Approval of LCTC/Robotics Rebid Results

I would like an opportunity to share with the Board of Education information on rebid pack #3A for the Livonia Career Technical Center Renovation and the Robotics Addition at the next Committee of the Whole Meeting on August 1, 2022.

Bids for this project were due and opened on July 26, 2022. The Bond Team has reviewed the information and interviewed bidders. This rebid was necessitated in order to receive additional bids and/or more competitive pricing in the areas of roofing, metal panels & siding, overhead doors, and additional construction materials. The recommended bidders are detailed in Clark Construction's recommendation letter, which accompanies this memo. Additionally, recommendation letters from the District's owner's representative, Plante Moran Cresa.

The total project cost for the hard construction is \$2,019,128.00, plus a 7% contingency of \$141,339.00 and fees of \$83,592.00, for a project total of \$2,244,059.00.

Please add this request to the agenda of the Monday, August 1, 2022.

Attachments

PF/ko

c: Board of Education



**LIVONIA PUBLIC SCHOOLS  
AWARD RECOMMENDATIONS  
July 28, 2022**

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**Agenda Item VI. F: Bond Program – Phase 1A: LCTC Renovations and Robotics Addition (Bid Package #3A)**

- B.1 Plante Moran Cresa Award Recommendation Letter
- B.2 Budget Summary
- B.3 Clark Construction Co. Award Recommendation Letter & Cost Summary
- B.4 Bid Tabulations

July 28, 2022

Mr. Phillip Francis  
Asst. Superintendent of District Services  
Livonia Public Schools  
15125 Farmington Road  
Livonia, MI 48154

RE: 2021 Bond Program  
Contract Award Recommendation for Construction Bids  
Phase 1A: LCTC Renovations and Robotics Addition - Bid Package #3A

Dear Mr. Francis:

This letter transmits an update from Plante Moran Cresa (PMC) as it relates to the assignment to assist and advise Livonia Public Schools (LPS) in its selection of Prime Contractors for the Project listed above. This update represents the mutual efforts of PMC, Clark Construction Co., TMP Architecture, Inc., and LPS administration and staff (the Bond Team) to present a framework in order to identify, evaluate and recommend Prime Contractors for this Project.

On June 29, 2022, Construction Documents were formally issued and made available. An advertisement for bids was published in a local newspaper and also posted to the required State of Michigan websites.

On July 26, 2022, 11 bid proposals were publicly opened, and over the next several days were reviewed to determine the budget implications. Interviews were also held during this time and were attended by various members of the Bond Team.

Upon completion of the interviews, and after subsequent clarifications and discussions, the Bond Team is recommending the firms listed in Clark Construction Co.'s Award Recommendation Letter dated July 27, 2022 for contract award.

Including hard construction costs of \$2,019,128.00, CM costs and fees of \$83,592.00, and construction contingency of \$141,339.00, this Project award recommendation equals \$2,244,059.00.

For the Prime Contractors, the costs for this work will be detailed in AIA Contract A132 – 2019 Standard Form of Agreements between Owner and Contractor pending final review and approval of terms by district legal counsel.

The Project Team is available at the Board's convenience to answer any questions regarding bidding, the proposals, interview process, or the recommendations of the Bond Team. Please direct all questions through me via email at [brian.weber@plantemoran.com](mailto:brian.weber@plantemoran.com).

Mr. Phillip Francis  
Livonia Public Schools

July 28, 2022  
Page 2

Sincerely,

PLANTE MORAN CRESA

A handwritten signature in blue ink, appearing to read "Brian Weber", with a long horizontal flourish extending to the right.

Brian Weber  
Vice President

Enclosures:    Budget Summary  
                  Clark Construction Co. Award Recommendation Letter  
                  Summary of Costs  
                  Bid Tabulations



**Headquarters**  
 3535 Moores River Drive  
 Lansing, MI 48911  
 517.372.0940 phone | 517.372.0668 fax  
[www.clarkcc.com](http://www.clarkcc.com)

**Southeast MI Office**  
 2660 Superior Court  
 Auburn Hills, MI 48326  
 248.286.1000 phone

**Northern MI Office**  
 3432 US 23 South  
 Alpena, MI 49707  
 989.278.2272 phone

**Livonia Public Schools - Bid Package No. 3A  
 LCTC Renovation & Robotics Addition - Rebid**

7/27/2022

Mr. Phillip M. Francis - Asst. Superintendent of District Services  
 Livonia Public Schools  
 15125 Farmington Rd  
 Livonia, MI 48154

Re: Livonia Public Schools – 2021 Bond Program  
 Contract Award Recommendations 21-2867  
 Bid Package # 3A - LCTC Renovation & Robotics Addition - Rebid

Dear Mr. Francis,

Bids for Bid Pack #3A were received on July 26, 2022, for 3 bid categories from the plans and specifications issued by TMP Architecture dated 6/20/222. Clark Construction Company, along with Plante Moran Cresa have conducted post bid interview meetings with the low qualified recommended bidders. The bidders have also been through our pre-qualification process. The pre-qualification process includes the review of the trade contractors past financials’, bonding capacity, safety rating, labor capacity during the project schedule and reference calls regarding past projects. We have received each Contractor’s assurance that they are committed to meeting the requirements of the Contract Documents.

In addition to the direct Trade Contractor costs, Clark Construction Company recommends including a Construction Contingency amount of 7% for any unforeseen issues, General Condition budget amount of 2% related to items such as building permits, security and safety requirements, temporary utilities, etc. No costs will be committed without prior approval of the District Administration for each item. Clark Construction, Construction Manager’s Fee of 2% based on the Trade Contract cost plus the contingency cost.

We are recommending the Board award contracts in the amount of \$2,244,059. Clark Construction Company recommends Livonia Public Schools enter into Contracts with each of the Trade Contractors listed below. The recommended Trade Contractors provided the lowest qualified bid for the Work.

BID PACK #3A – AWARD RECOMMENDATIONS

Listed below are the Bidders for which we recommend Board of Education approval to issue contracts and enclosed are Bid tabulations for the recommended Bid Categories of Work.



Michigan’s First  
 Platinum Contractor

2017, 2015 & 2013 AGC  
 National Safety  
 Excellence Award

An Equal Opportunity  
 Employer



**Headquarters**  
 3535 Moores River Drive  
 Lansing, MI 48911  
 517.372.0940 phone | 517.372.0668 fax  
[www.clarkcc.com](http://www.clarkcc.com)

**Southeast MI Office**  
 2660 Superior Court  
 Auburn Hills, MI 48326  
 248.286.1000 phone

**Northern MI Office**  
 3432 US 23 South  
 Alpena, MI 49707  
 989.278.2272 phone

Bid Category & Description	Contractor	Bid Amount
007A - Roofing	Division 7 Building Contractors, Inc.	\$ 397,528
007B - Metal Panels & Siding	Foco Metal Works LLC	\$ 863,600
008B - Overhead & Coiling Doors	Allowance value of	\$ 25,000
009A - Metal Studs, Gypboard & Acoustic Ceilings	Pontiac Ceiling and Partition Co., LLC	\$ 733,000
<b>Trade Contracts Total:</b>		<b>\$ 2,019,128</b>
Construction contingency (7%)		\$ 141,339
<b>Construction Cost Total</b>		<b>\$ 2,160,467</b>
<b>Clark Construction Cost:</b>		
General Conditions (2% x \$2,019,128)		\$ 40,383
Construction Manager's Fee (2% x \$2,160,467)		\$ 43,209
<b>Total amount of Board Approval</b>		<b>\$ 2,244,059</b>

\*009A – Metal Studs, gypsum board & acoustic ceilings bid category apparent low bidder had incomplete scope, and pulled their bid attached is the email from AM Higley

\*\* 008B - Overhead & Coiling Doors is going to by handle with an allowance value of \$25,000. Clark will manage this future trade contractor with a change order.

Sincerely,

Andrew J. Holewinski  
 Clark Construction Company



Michigan's First  
 Platinum Contractor

2017, 2015 & 2013 AGC  
 National Safety  
 Excellence Award

An Equal Opportunity  
 Employer

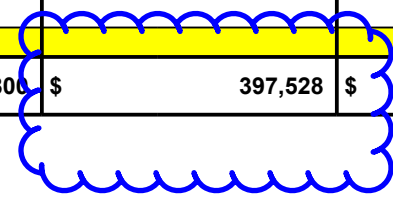


= Recommended Bidder

Livonia Public Schools Career Technical Center

007A - Roofing

007A - Roofing								
Contractor	J.D. Candler Roofing Co.	CEI MICHIGAN LLC	Royal Roofing Co., Inc.	Division 7 Building Contractors, Inc.				
Contact	Ray Pottorff	Eric Reid / Jeff Flesor	Matt Dawson	Ross McMahan				
Phone Number	313-402-3230	517-548-0039	248-276-7663	269-388-7428				
<b>Base Bid</b>	\$ 743,845	\$ 795,547	\$ 817,800	\$ 397,528.05				
All Addenda Acknowledged	Yes	Yes	Yes	Yes				
<b>Trade Hours</b>	1,908	1,881	2,096	954				
Bid Bond	Yes	Yes	Yes	Yes				
Bid Includes Bond Cost	Yes	Yes	Yes	Yes				
Criminal Affidavit	Yes	Yes	Yes	Yes				
Familial Disclosure Statement	Yes	Yes	Yes	Yes				
Affidavit of Compliance-Iran Economic Sanctions Act	Yes	Yes	Yes	Yes				
Pre-Qualification Current	No	Yes	No	No				
	%	%	%	%	%	%	%	%
MBE/WBE/SBE/DBE/VOB/SDVOB/Local Participation (Put Percentage to the right of the designation if applicable)	<input type="checkbox"/> MBE	<input type="checkbox"/> MBE	<input type="checkbox"/> MBE	<input type="checkbox"/> MBE	<input type="checkbox"/> MBE	<input type="checkbox"/> MBE	<input type="checkbox"/> MBE	<input type="checkbox"/> MBE
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<b>ALTERNATES</b>	Cost	Cost	Cost	Cost	Cost	Cost	Cost	Cost
Alternate 01 - Base Bid (Addendum 1)	\$ -	-						
Alternate 02 - Provide Polished Concrete Flooring	\$ -	-						
Alternate 03 - Provide Staining of Existing Brick	\$ -	-						
Alternate 04 - Provide Operable Wall (Nanawall)	\$ -	-						
Alternate 05 - Replace MP4 with MP3 and Modify	\$ -	-						
Alternate 06 - Relocate Existing Utilities	\$ -	-						
Alternate 07 - Relocate Existing Utilities From Canopy	\$ -	-						
Alternate 08 - Existing Structure Reinforcing	\$ -	-						
ACCEPTED ALTERNATE COST PER								
<b>Total Recommended Award + Accepted Alternates</b>	\$ 743,845	\$ 795,547	\$ 817,800	\$ 397,528	\$ -	\$ -	\$ -	\$ -

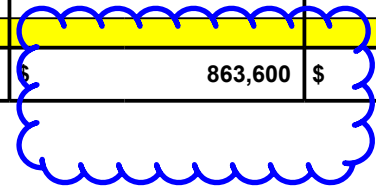




= Recommended Bidder

Livonia Public Schools Career Technical Center

007B - Metal Panels & Siding								
Contractor	CEI MICHIGAN LLC	Custom Architectural Sheetmetal Specialists	Foco Metal Works LLC					
Contact	Eric Reid / Jeff Flesor	Ed Eloszek	Chad Comps					
Phone Number	517-548-0039	313-300-6277	517-719-8417					
<b>Base Bid</b>	\$ 1,170,700	\$ 985,000	\$ 863,600					
All Addenda Acknowledged	Yes	Yes	Yes					
<b>Trade Hours</b>	3,236	3,200	1,647					
Bid Bond	Yes	Yes	Yes					
Bid Includes Bond Cost	Yes	Yes	Yes					
Criminal Affidavit	Yes	Yes	Yes					
Familial Disclosure Statement	Yes	Yes	Yes					
Affidavit of Compliance-Iran Economic Sanctions Act	Yes	Yes	Yes					
Pre-Qualification Current	Yes	No	Yes					
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<b>ALTERNATES</b>	Cost	Cost	Cost	Cost	Cost	Cost	Cost	Cost
Alternate 01 - Base Bid (Addendum 1)	\$ -	\$ -						
Alternate 02 - Provide Polished Concrete Flooring	\$ -	\$ -						
Alternate 03 - Provide Staining of Existing Brick	\$ -	\$ -						
Alternate 04 - Provide Operable Wall (Nanawall)	\$ -	\$ -						
Alternate 05 - Replace MP4 with MP3 and Modify	\$ 198,000	\$ (60,000)	\$ 54,300					
Alternate 06 - Relocate Existing Utilities	\$ -	\$ -						
Alternate 07 - Relocate Existing Utilities From Canopy	\$ -	\$ -						
Alternate 08 - Existing Structure Reinforcing	\$ -	\$ -						
ACCEPTED ALTERNATE COST PER								
<b>Total Recommended Award + Accepted Alternates</b>	\$ 1,170,700	\$ 985,000	\$ 863,600	\$ -	\$ -	\$ -	\$ -	\$ -



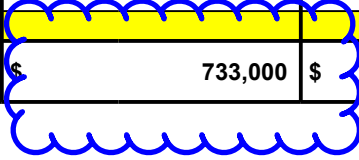


= Recommended Bidder

### Livonia Public Schools Career Technical Center

#### 009A - Metal Studs, Gypboard & Acoustic Ceilings

009A - Metal Studs, Gypboard & Acoustic Ceilings								
Contractor	Turner Brooks Inc.	Pontiac Ceiling and Partition Co., LLC	Stenco Construction LLC	The Albert M. Higley Co.				
Contact	Richard Baker	David P. Tomlinson	Andrew Henry	Nick Mitchell				
Phone Number	248-240-2447	248-365-6050	734-787-7126	734-637-5328				
<b>Base Bid</b>	\$ 801,931	\$ 733,000	\$ 1,075,000	\$ 678,000				
All Addenda Acknowledged	Yes	Yes	Yes	Yes				
<b>Trade Hours</b>	3,240	4,600	7,100	2,100				
Bid Bond	Yes	Yes	Yes	Yes				
Bid Includes Bond Cost	Yes	Yes	Yes	Yes				
Criminal Affidavit	Yes	Yes	Yes	Yes				
Familial Disclosure Statement	Yes	Yes	Yes	Yes				
Affidavit of Compliance-Iran Economic Sanctions Act	Yes	Yes	Yes	Yes				
Pre-Qualification Current	Yes	Yes	No	No				
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<b>ALTERNATES</b>	<b>Cost</b>	<b>Cost</b>	<b>Cost</b>	<b>Cost</b>	<b>Cost</b>	<b>Cost</b>	<b>Cost</b>	<b>Cost</b>
Alternate 01 - Base Bid (Addendum 1)	\$ -	\$ -						
Alternate 02 - Provide Polished Concrete Flooring	\$ -	\$ -						
Alternate 03 - Provide Staining of Existing Brick	\$ -	\$ -						
Alternate 04 - Provide Operable Wall (Nanawall)	\$ -	\$ -						
Alternate 05 - Replace MP4 with MP3 and Modify	\$ -	\$ -						
Alternate 06 - Relocate Existing Utilities	\$ -	\$ -	\$ 5,700	\$ 5,000				
Alternate 07 - Relocate Existing Utilities From Canopy	\$ -	\$ -						
Alternate 08 - Existing Structure Reinforcing	\$ -	\$ -			*** With drew bid for incomplete scope.			
<b>ACCEPTED ALTERNATE COST PER CONTRACTOR</b>								
<b>Total Recommended Award + Accepted Alternates</b>	<b>\$ 801,931</b>	<b>\$ 733,000</b>	<b>\$ 1,075,000</b>	<b>\$ 678,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>





# Livonia Public Schools

*District Services*

Date: July 27, 2022

To: Andrea Oquist, Superintendent

From: Phillip Francis, Assistant Superintendent of District Services

Re: Purchase of Copy Paper

I would like to discuss the purchase of the district's partial supply of photocopy paper for the 2022-23 school year at the next Committee of the Whole meeting on Monday, August 1, 2022. We are recommending Contract Paper Group at a total cost of \$37,522.80. Attached is a memo from Mr. Harry Lau, Administrator of Facilities and Operations, with details of the type and amount of paper we recommend purchasing. Due to supply chain issues, reduced manufacturing of paper and lack of raw materials, Livonia Public Schools can only order one truck load at a time. This is the second order for 2022-23. The purchase is via the Wayne RESA bid contract, fulfilling the Board's bid requirement.

Please feel free to contact me with questions. Thank you.

Attachments

PF/ko

c: Board of Education



# Livonia Public Schools

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## *Facilities and Operations*

Date: July 25, 2022  
To: Phillip Francis, Assistant Superintendent of District Services  
From: Harry C. Lau, Administrator of Facilities and Operations  
Re: Recommendation to Purchase Xerographic Paper

I am recommending and seeking approval to award a purchase of 840 cartons of white 20 lb., 8.5"x11" xerographic paper to add to Livonia Public Schools' inventory for use in the 2022-2023 school year.

The xerographic paper is being purchased through the Wayne RESA Contract 2019-WR-0115-C at a cost of \$44.67 per carton. The cost difference between 2021 and 2022 is \$17.27 per carton.

Due to supply chain issues and the reduced manufacturing of paper along with the lack of raw materials, Livonia Public Schools can only order one truck at a time.

The purchase of the second delivery of xerographic paper is as follows:

Contract Paper Group	Cuyahoga Falls, OH	\$37,522.80
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Thank you for your consideration in this matter.

cc: J. Wozniak  
K. Oaks





# Livonia Public Schools

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## Academic Services

Date: July 27, 2022  
To: Andrea Oquist, Superintendent  
From: Theresa O'Brien, Chief Academic Officer  
Subject: i-Ready Diagnostics and Licenses Purchase

I would like to request to be placed on the Curriculum Committee agenda for the August 1, 2022, Board of Education Committee of the Whole meeting with a recommendation to purchase i-Ready diagnostic and instructional licenses. The i-Ready purchase for the 2022-23 school year will be \$116,455.20 with \$37,624.80 in reduced prices and free materials.

Since the 2016-17 school year, we have been administering i-Ready Diagnostic assessments in both reading and mathematics at the elementary level. At the middle school level, we have been utilizing the i-Ready diagnostic to identify knowledge gaps and provide some targeted instructional licenses. We also utilize diagnostics for our ninth-grade students. We assess students three times a year, utilizing the results to determine how students are performing and what instructional needs they have. These assessments provide teachers with specific information about students' strengths and weaknesses with grade level standards.

We also would like to purchase a number of instructional licenses for targeted students as an intervention to support their growth towards grade level standards.

Thank you for your consideration of this request.

Attachment

# Curriculum Associates®

**Prepared For:**

Theresa O'Brien  
Livonia PSD  
15125 Farmington Rd,  
Livonia, MI 48154

7/26/2022

Dear Theresa O'Brien,

Thank you for requesting a price quote from Curriculum Associates. The chart below provides a summary of the products and/or services included. If you have any questions or would like any changes, please contact us.

Quote ID: 280774.4    Valid through: 12/31/2022

Product	List Price	Net Price
i-Ready	\$134,580.00	\$105,955.20
Professional Development	\$19,500.00	\$10,500.00
	List Total:	\$154,080.00
	Savings:	\$37,624.80
	Shipping/Tax/Other:	\$0.00
	<b>Total:</b>	<b>\$116,455.20</b>

Thank you again for your interest in Curriculum Associates.

**Sincerely**

Jeffrey Tompkins  
313-316-0141  
jtompkins@cainc.com

**Please submit this quote with your purchase order**

# Curriculum Associates®

Quote ID: 280774.4    Date: 7/26/2022    Valid through: 12/31/2022

**Prepared For:**

Theresa O'Brien  
 Livonia PSD  
 15125 Farmington Rd,  
 Livonia, MI 48154  
 tobrien@livoniapublicschools.org

**Your Representative:**

Jeffrey Tompkins  
 313-316-0141  
 jtompkins@cainc.com

**i-Ready**

Product Name	Item #	Qty	List Price	Net Price	Total
i-Ready Assessment Math Per Student License Grades 9-12 1 Year	14928.0	1068	\$6.00	\$4.00	\$4,272.00
i-Ready Assessment Math Per Student License 1 Year	13086.0	9022	\$6.00	\$4.80	\$43,305.60
i-Ready Assessment Reading Per Student License Grades 9-12 1 Year	14936.0	1068	\$6.00	\$4.00	\$4,272.00
i-Ready Assessment Reading Per Student License 1 Year	13088.0	9022	\$6.00	\$4.80	\$43,305.60
i-Ready Personalized Instruction Reading Add On Per Student License 1 Year	13171.0	500	\$27.00	\$21.60	\$10,800.00
i-Ready Subtotal:					\$105,955.20

**Professional Development**

Product Name	Item #	Qty	List Price	Net Price	Total
Online Educator Learning Platform Site License Including Educator Prep Series (Complements Onsite and Virtual Professional Development)	28024.0	18	\$500.00	\$0.00	\$0.00
Professional Development i-Ready Assessment Add on Leadership Session	19990.0	1	\$0.00	\$0.00	\$0.00
Professional Development i-Ready Assessment and Personalized Instruction Advanced User Package - One Advanced User Session	19983.0	6	\$1,750.00	\$1,750.00	\$10,500.00
Professional Development Subtotal:					\$10,500.00

**Total**

List Total:	\$154,080.00
Savings:	\$37,624.80
Merchandise Total:	\$116,455.20
Voucher/Credit:	\$0.00
Estimated Tax:	\$0.00
Estimated Shipping:	\$0.00
<b>Total:</b>	<b>\$116,455.20</b>

**Special Notes**

- All i-Ready purchases require professional development.
- 20% discount applied to i-Ready based on scope of quote.

F.O.B.: N. Billerica, MA 01862

Shipping: Shipping based on MDSE total

Terms: Net 30 days, pending credit approval

Fed. ID: #26-3954988

Please submit this quote with your purchase order

Y22

# Curriculum Associates®

## Information on Professional Development Sessions and COVID-19

Protecting the health and safety of the educators we serve and their students, as well as the health and safety of our employees, is of paramount importance to Curriculum Associates. While it is our preference to deliver PD sessions in person, circumstances related to COVID-19 may require us to provide sessions virtually instead. Curriculum Associates' policy is to only provide PD sessions in person where one of our employees can reach the session site by car and where adequate safety measures are in place to protect the health of our session leaders and participants. Curriculum Associates reserves the right to switch any session from in-person to virtual if we cannot reach a session site by car, if adequate safety measures cannot be put in place, or if Curriculum Associates determines that it would otherwise put its employees at risk to provide an in-person session.

If your school or district will not permit visitors at the time of a scheduled session, Curriculum Associates would be happy to provide an equivalent live, virtual session via videoconference. Similarly, Curriculum Associates will comply with your school or district's health and safety requirements regarding on-site visitors if we are given adequate advance notice. Our PD Operations team will work with school or district personnel to hold sessions in a manner that protects the safety of educators and your school community as well as Curriculum Associates employees.

We are pleased to be able to serve you in these challenging times and look forward to providing productive learning sessions to your staff. Any questions regarding scheduling in-person or virtual training sessions should be directed to [pdoperations@cainc.com](mailto:pdoperations@cainc.com).

# Curriculum Associates®

## Placing an Order

**Email:** [orders@cainc.com](mailto:orders@cainc.com) | **Fax:** 1-800-366-1158

**Mail:**

ATTN: CUSTOMER SERVICE DEPT.  
Curriculum Associates LLC  
153 Rangeway Rd  
North Billerica, MA 01862-2013

Please visit [CurriculumAssociates.com](http://CurriculumAssociates.com) for more information about placing orders or contact CA's customer service department (1-800-225-0248) and reference quote number for questions.

Please attach quote to all signed purchase orders. If tax exempt, please submit a valid exemption certificate with PO and quote in order to avoid processing delays. Exemption certificates can also be submitted to [exempt@cainc.com](mailto:exempt@cainc.com).

## Shipping Policy

Unless otherwise noted, shipping costs are calculated as follows:

Order Amount	Freight Amount	Order Amount	Freight Amount
\$74.99 or less	Max charge of \$12.75	\$5,000.00 to \$99,999.99	8% of order
\$75.00 to \$999.99	12% of order	\$100,000 and more	6% of order
\$1,000 to \$4,999.99	10% of order		

Please contact your local CA representative or customer service (1-800-225-0248) for expedited shipping rates. The weight limit for an expedited order is 500lbs.

Unless otherwise expressly indicated, the shipping terms for all deliveries is FOB CA's Shipping Point (whether to a CA or third party facility). Risk of loss and title is passed to purchaser upon transfer of the goods to carrier, standard shipping charges (listed above) are added to the invoice or included in the unit price unless otherwise specified.

Supply chain challenges outside of Curriculum Associates' control may impact inventory availability for print product. We recommend submission of purchase orders as soon as possible to help ensure timely delivery.

## Payment Terms

Payment terms are as follows:

- With credit approval: Net 30 days
- Without credit approval: payment in full at time of order
- Accounts must be current before subsequent shipments are made

To ensure payment processing is timely and environmentally conscious, CA encourages ACH or wire payments. CA's bank remittance information is:

- Account Number: 4418064408 | Account Name: Curriculum Associates, LLC
- Bank Name: Wells Fargo Bank – San Francisco, CA
- ABA Routing: 121000248
- SWIFT Code (International Only): WFBUS6S
- Tax ID: 26-3954988

Please send any payment notifications to [payments@cainc.com](mailto:payments@cainc.com). Credit card payments are only accepted for purchases under \$50,000.

## Invoice Receipt Preference

CA is pleased to offer electronic invoice delivery. Electronic invoice delivery allows CA to deliver your invoice in a timely and environmentally friendly manner. To request electronic invoice delivery please contact the CA Accounts Receivable team at [invoices@cainc.com](mailto:invoices@cainc.com) or by fax (1-800-366-1158). Please reference your quote number, provide a valid email address where the invoice should be directed, and indicate you would like to opt into electronic invoice delivery.

## i-Ready®

Customer's use of i-Ready® shall be subject to the i-Ready Terms and Conditions of Use, which can be found at [i-ready.com/support](http://i-ready.com/support).

## Return Policy

Except for materials sold on a non-refundable basis, purchaser may return, at purchaser risk and expense, purchased materials with pre-approval from CA's Customer Service within 12 months of purchase. Please examine your order upon receipt. Before returning material, call CA's Customer Service department (1-800-225-0248) for return authorization. When returning material, please include your return authorization number and the return form found on the CA website. i-Ready®, Toolbox®, and BRIGANCE® Online Management Systems may be returned for a pro-rated refund for the remaining time left on the contract. We do not accept returns on unused i-Ready or Toolbox licenses®, materials that have been used and/or are not in "saleable condition," and individual components of kits or sets including but not limited to BRIGANCE® Kits, Ready® student and teacher sets, and Ready Classroom® student and teacher sets. For more information about the return policy, please visit [CurriculumAssociates.com/support/shipping-and-returns](http://CurriculumAssociates.com/support/shipping-and-returns).



# Livonia Public Schools

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## Secondary Programs

Date: July 20, 2022

To: Andrea Oquist, Superintendent

From: Kevin Etue, Director of Secondary Programs and District Services

Re: Recommendation for Purchase of Apex Licenses

Each school year, Livonia Public Schools purchases licenses to provide high school students an opportunity to recover general and/or Michigan Merit Curriculum credit(s) through an online learning platform. The licenses are utilized by students at Churchill High School, Franklin High School, Stevenson High School, the Livonia Career Technical Center, and summer school.

During the 2022-2023 school year, approximately 150 licenses will be available for high school and career center students and approximately 120 licenses for summer school.

Although the quote from Edmentum is for \$39,300, we may need to purchase additional licenses during the school year. Therefore, the cost for purchasing the licenses may be as much as \$45,000.

Please include this topic as an agenda item for the Committee of the Whole meeting of August 1, 2022.

Attachment



Date: 07/14/2022  
 Order Number: Q-418977  
 Revision: 1  
 Order Form Expiration Date: 08/31/2022

ORDER FORM

Please fax all pages to 1.877.519.9555 or email to orders@edmentum.com  
 Orders Under \$25,000.00 may pay by Credit Card:  
 Call 214.294.9901 or e-mail creditcardprocessing@edmentum.com

Customer and Billing Address

Customer No.: 103496  
 Customer Name: Livonia Public School District  
 Billing Address: 15125 Farmington Rd  
 Livonia, MI 48154-5474

Products and Services

Livonia Public School District

Products	Qty	License Start Date	License End Date	License Term (Months)
Apex Learning Courses: Unlimited enrollment subscription	262	09/01/2022	08/31/2023	12

**Livonia Public School District Subtotal:** \$39,300.00

<b>Subtotal:</b>	\$39,300.00
<b>Estimated Tax:</b>	\$0.00
<b>Total US Funds:</b>	\$39,300.00

\*\* Unless otherwise specified in this Order Form, the Start Date for your license(s) will be one of the following: (a) the day immediately following the expiration date of the prior license term or (b) the date in which we have accepted your order and have issued log-in credentials for your software license.

Invoicing and Payment Terms

Payment Due Date	Amount
9/30/2022	USD 39,300.00
Total	USD 39,300.00

Terms and Conditions

For the purposes of this Order Form, "you" and "your" refer to Customer, and "we", "us" and "our" refer to edmentum Inc. and affiliates. This Order Form and any documents it incorporates (including the Standard Purchase and License Terms located at <http://www.edmentum.com/standardterms> and the documents it references) form the entire agreement between you and us ("Agreement"). You acknowledge that any terms and conditions in your purchase order or any other documents you provide that enhance our obligations or restrictions or contradict the Agreement do not have force and effect.

Edmentum | P.O. Box 776725 | Chicago, IL 60677-6725 Chicago | [www.edmentum.com](http://www.edmentum.com)





Date: 07/14/2022  
 Order Number: Q-418977  
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ORDER FORM

Please fax all pages to 1.877.519.9555 or email to [orders@edmentum.com](mailto:orders@edmentum.com)  
 Orders Under \$25,000.00 may pay by Credit Card:  
 Call 214.294.9901 or e-mail [creditcardprocessing@edmentum.com](mailto:creditcardprocessing@edmentum.com)


**Purchase Order**

You acknowledge that this Agreement is non-cancellable and you will submit a purchase order for the full amount of this Order Form. Your order will not be scheduled for delivery until you have submitted a purchase order referencing and conforming to this Order Form.

**Acceptance**

This offer will expire on the Order Form Expiration Date noted above unless we earlier withdraw or extend the offer in writing.

I represent that I have read the terms and conditions included in this Agreement, that I am authorized to accept this offer and the Agreement's terms and conditions on behalf of the customer identified above and that I do accept this offer on behalf of the customer who agrees to adhere to the Agreement's terms and conditions. To the extent that either parties process does not require that I execute this Order Form, I accept, acknowledge and agree to the terms and conditions identified in and referenced in this Agreement as signified by my receipt, use or access of the products and/or services identified. Please fax all pages to 1.877.519.9555 or email to [orders@edmentum.com](mailto:orders@edmentum.com).

Customer Signature 

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Name (Printed or Typed) **Kevin Etue**

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Title **Director of Secondary Programs**

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Date **7/18/2022**

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Date: July 21, 2022

To: Andrea Oquist, Superintendent

From: Alison Smith, Chief Financial Officer

Re: State Aid Budget

On July 14, 2022, Governor Whitmer signed the School Aid Budget for the 2022-23 fiscal year. I would like to discuss the recently released State Aid Budget and how that compares with the estimates the district used in developing our 2022-2023 budget.

In our 2022-2023 proposed budget, we assumed an increase of \$600 per-pupil in the General Fund between the increases to the foundation allowance and various categorical areas. We also assumed an increase in the reimbursement of special education related costs of \$1.5 million in the General Fund.

The 2022-23 School Aid budget allocates a \$450 increase in the per-pupil foundation allowance and an increase to several categorical areas such as Section 31a funding for students at-risk of failing. New categorical areas were added that will benefit our district such as Section 31aa that provides per-pupil payments to districts for activities to improve mental health and Section 51e, a special education foundation allowance payment that will replace funding received previously under Section 51f and will increase the overall reimbursement of special education related costs. As a reminder, based on the Act 18 agreement, the Section 51e payment will be split roughly 50/50 between the General Fund and Special Education Fund. One other categorical area I would like to make note of at this time is Section 97, a school safety grant that will now provide a per-pupil payment to district for school safety related products and services.

Please include this agenda item for the Monday, August 1, 2022, Board of Education Finance Committee meeting. As always, please contact me if you have any questions.

AS/kv

c: Board of Education