

Grosse Ile Township Schools
Finance Committee

March 5, 2012

Called to Order: 11:50 a.m.

I. RFP's

Copy Center /Custodians / Transportation

II. Copy Center

Received four bids from six inquiries. Received three reasonable bids from the four submitted: IKON, Konica and Toshiba

The committee looked at all three options. Tony had the bidders look at keeping the copy center versus just having individual copiers in each building. The bid for the individual copy machine was about \$50,000 cheaper than the copy center. But this did not take into consideration the added cost of personnel to run these machines, the added time for the teachers, secretaries, and staff, the supplies and the time away from other tasks.

Tony weighed out the differences and is making the recommendation to go with IKON.

1. They were the cheapest of the three with the copy center bids. Always a good thing.
2. They offered to do an analysis on the number of documents being printed directly from computers and not through the copy center – and where they were being printed from. This was a big plus for Tony. It appears there are around 900,000 pieces of paper being printed directly from printers around the district and not run through the copy center. Cutting this down could be a savings to the district.
3. They will scan historic documents - thereby digitizing them - to make it much easier to locate them through a computer. This was huge for Tony. He has had to spend numerous hours researching documents by hand where he could search for them from his computer. In the past we have paid to have documents digitized. And it saves storage space.

After weighing the cost differential and all the benefits, he recommended going with IKON and maintaining the current copy center. If it is OK with Teri, this will come before the whole board this coming work session. If you should have any questions before hand, please call Bill Eis or Tony.

III. Custodians:

Discussed sending RFP's out for custodians and transportation. The committee was OK with sending the RFP's out for bid, but we thought the full board should weigh in beforehand. So, we will be coming to the full board with this recommendation at either the work session or the regular meeting. We expect some back lash from the community if we proceed with this. With not knowing when and if the State will help out schools this year and with the potential increase of our payment to the State for the retirement fund, we thought it prudent to start the process and begin to gather pertinent information to enable the board to make an educated decision.

IV. Sinking Fund

The committee looked over the project list. The principals had an opportunity to say if they believed some things were a higher priority than others. We recommended giving top priority to items that would affect infrastructure (i.e. fixing anything leaking). Basically, we suggested leaving enough in the sinking fund for any reasonable unforeseen problems, (i.e. a boiler going out) &/or to make necessary repairs. We suggested having in savings of around \$250,000 by the end of August 2013.

This will also be coming back to the full board as the Administration looks over the list of things to do.

V. Negotiations.

Bill spoke of this desire to have an outside facilitator to help with negotiations. With the reduction of administrative support, he doesn't have the time to do an effective job. He wants to keep moving forward with curriculum and needs the support of the staff to successfully facilitate curricular initiatives.

Meeting adjourned: 1:17 p.m.

Respectfully submitted: Daniel Murphy