

NEW HOPE-SOLEBURY SCHOOL DISTRICT
*Engaging, Enriching, and Empowering All Students
through a World-Class Education*

Finance Committee

March 21, 2019

6:00PM – District Office Conference Room

*Per BOG 006.2, all public meetings of the Board of Directors,
including committees, are audio recorded.*

Call to Order

Approve Minutes from the February 21, 2019 Meeting

Old Business

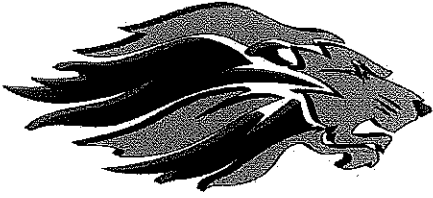
- None

New Business

- Finance Committee Function Statement
- Transportation RFP – Proposal Review
- Copier RFP
- New Hope-Solebury School Authority – Termination of inactive entity
- Facility Management Plan – Summer Projects
- 2018-2019 Budget
 - Fiscal Dashboard – General Fund
 - Treasurer's Report
 - Fiscal Dashboard – Construction Fund
 - Budget Transfers
- 2019-2020 Budget Update
 - March Budget Update
 - Strategic Initiatives

Public Comment

Adjournment



Finance Committee Minutes

February 21, 2019

Board Chair— Mr. Mark Cowell

Administrative Liaison—Mr. Andrew Lechman

Committee Members – Mr. Cowell (Board Chair), Mr. Capriotti (Board), Mr. Marcus (Board), Rich Hepp, John O'Hara, Ellen Stiefel, James Trammel

Attendance—Please see the accompanying committee attendance sheet.

Mr. Cowell called the meeting to order at 6:00 pm.

Upon a motion made by Mr. Marcus and seconded by Mr. Trammel the minutes of the January 17, 2019 meeting were approved by the committee.

Old Business

- None

New Business

- Transportation RFP – Our current transportation contract with First Student ends on June 30, 2019. The current contract was 3 years with 2 optional years to extend. The district utilized both of these options to extend as there has been no interest from other providers to submit a proposal for these services and this year has been no different. Even though the interest is limited, it is still recommended and best practice to complete a Request for Proposal (RFP). Mr. Lechman reached out to 6 different companies, PA School Bus Association and PASBO for recommendations and all have been unsuccessful. First Student has been a solid partner and provider of these services over the last 4 years. They have worked with us to reduce our costs by almost \$200,000 or 20% over the last 3 years and regardless of the provider, we believe these costs can continue to trend downward over time. The RFP document was reviewed with the committee
 - Highlights:
 - Term – 4 years
 - Pricing sheet is based on existing fleet and bus runs with a request to provide an explanation if there is a recommendation to add or reduce the number of vehicles
 - Drivers must meet all criteria for driving a vehicle and must meet all clearance requirements that any employee of a school district must meet.

- Vehicle Age – No older than 10 years with an average fleet age of 5 years
 - Routing is to be completed by the contractor and the district provides the final review and approval of all routes.
 - Award – The Board is not required to take the lowest cost for a RFP and all proposals could be denied if necessary.
 - Timing – The RFP will be released on Monday February 25 and will be due on March 11 with the goal of finalizing a contract by April 30.
- Discussion:
 - Mrs. Alderfer asked the committee to consider including a request for pricing for having all buses equipped with seatbelts. This generated committee discussion on the following topics:
 - Cost – unknown until providers submit pricing
 - Capacity – unknown if seatbelts would change the total capacity of the vehicle.
 - Responsibility – who becomes responsible for making sure students wear seatbelts when students get onto the bus and throughout the trip.
 - It was noted that seatbelts are not mandated in PA by they are in NJ.
 - The committee agreed that there is no downside to requesting separate pricing for vehicles to include seatbelts as an alternate proposal and if it is determined this is cost prohibitive it would not be accepted as part of the proposal.
- Facility Condition Assessment Cost Review
 - The Facilities Committee has been leading an effort to complete a facilities condition assessment on all of our district facilities. The assessment has been completed and a cost summary was shared with the committee. There are 655 individual items on the report ranging from micro to \$1.1M. The total projects identified total \$37M over the next 20 years and \$10M over just the next 5 years. The district now needs to take this list of items and turn it into an actionable plan. The plan will include the development of a facility master plan to determine the priority and proper grouping of the work for project efficiency. The plan will also identify immediate needs that are recommended to complete this summer and a full 5 year plan. The facilities committee will then transfer these plans and estimated costs to the finance committee to determine the financing options and strategy.
- 2018-2019 Budget
 - Mr. Lechman provided an overview of the current status of the 2018-2019 budget as compared to the same period in the prior year. Revenues and expenses continue to trend normally. To date 82% of budgeted revenues

have been received as compared to 81% in the prior year. 45% of budgeted expenditures have been accounted for as compared to 46% in the prior year.

- Mr. Marcus suggested that revenue generation be discussed in greater detail as part of the budget process. The following examples were discussed as examples:

- F1 Visa Program – students from other countries enter our schools via this program. He commented that districts have full control over which students to accept and only if we have seats available and that we can charge the full tuition cost.
 - Challenges are where are these students housed?
 - Partner with a university for students that have interest in moving from NHSD to the partner university.
- Mr. Cowell provided another idea of allowing out of district students to pay tuition to attend our district.
- Mr. Band commented on the concept of a Magnet School.
- Mr. Marcus stated that there is potential for grants/donations from companies that many of our community members work for.

- District Treasurer's Report and Investments – The committee received an update on the Treasurer's Report and district cash balances and investments as of January 31, 2019.
- Budget transfers were reviewed and it was confirmed that they have no impact to the overall 18-19 budget. There was a large transfer that was reviewed in detail with the committee to purchase new furniture for the high school cafeteria. Due to construction project overruns the new furniture for the high school cafeteria was removed from the project. The current furniture requires multiple staff to move to properly clean or rearrange the space for events. The new furniture will allow for custodial staffing efficiency. The old furniture is not in good condition so table and chair legs will do damage to the newly replace floor over time. This is being funded by salary and benefits savings from a daytime custodian position that has not been filled after a retirement.
- Mr. Lechman also provided an update on the campus revitalization project financials. The estimated remaining project contingency is \$0.00 and the estimated overrun is \$53,000. This is no change from the prior month.

- 2019-2020 Budget Review

- State Budget Update – Mr. Lechman provided an update on Governor Wolf's state budget address on February 5 and the impact of the proposed budget on Education funding and New Hope-Solebury specifically. While the Governor's Budget is good for education as a whole the impact to our district

is relatively small with an estimated increase of \$50,000. It is important to note that all new money added to the Basic Education and Special Education funds since 15-16 are now allocated through a state formula. Most of the factors of the formulas are not yet updated in the estimated allocations reported by the state. So these numbers are only estimates until the state budget and formula factors are finalized.

- Contracts
 - New
 - Bucks County Intermediate Unit Services Agreement – Safe2Say
 - Dr. Lentz provided an overview of the new state Safe2Say communications line that all school districts were required to implement. This new hotline requires 24/7 availability of school personnel for certain issues that are reported which is a high and in some cases unrealistic expectation. Bucks County schools have partnered with the Bucks County Intermediate Unit for districts to outsource this 24/7 requirement to the BCIU at a cost of \$1.00 per student for the remainder of this year and \$3.00 per student for the 19-20 school year. After the 19-20 school year the need for this service will be re-evaluated before renewing for future years.
- A motion was made by Mr. Trammel and seconded by Mr. Marcus and approved to move the following items to the board agenda for approval:
 - Budget Transfers
 - Bucks County Intermediate Unit Services Agreement – Safe2Say

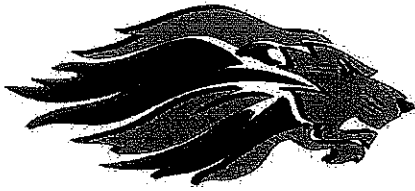
Public Comment

- Public comments were made throughout the meeting and are captured in the meeting minutes as appropriate.
- The following comments were made about non-agenda items:
 - Mr. Band commented on student activities trips and associated costs specifically around sub nurses.
 - Mr. Coppens commented on the following:
 - Parking usage will be discussed at the Facilities Committee
 - Investigations into families with students in our schools that don't live within our district boundaries.

Mr. Cowell adjourned the meeting at 7:35pm.

Respectfully submitted,

Andrew Lechman
Chief Operations Officer



NEW HOPE-SOLEBURY SCHOOL DISTRICT
*Engaging, Enriching, and Empowering All Students
 through a World-Class Education*

Finance Committee Meeting Sign-In and Attendance
 February 21, 2019

Name (Please Print)	Committee (C) or Public (P)
STAN MARCUS	<input checked="" type="radio"/> C <input type="radio"/> P
Melvin Band	<input type="radio"/> C <input checked="" type="radio"/> P
Sim Trammell	<input checked="" type="radio"/> C <input type="radio"/> P
Charles W. Lentz	<input checked="" type="radio"/> C <input type="radio"/> P
Steven Coppens	<input type="radio"/> C <input checked="" type="radio"/> P
John O'Hara	<input checked="" type="radio"/> C <input type="radio"/> P
MARK COWELL	<input checked="" type="radio"/> C <input type="radio"/> P
Ed DUFFY	<input type="radio"/> C <input checked="" type="radio"/> P
Kristie Alderfer (Board member)	<input type="radio"/> C <input type="radio"/> P
Nikhil A. Heble	<input type="radio"/> C <input checked="" type="radio"/> P
Andrew Lechman	<input type="radio"/> C <input type="radio"/> P Admin
	<input type="radio"/> C <input type="radio"/> P
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Please note: This sign-in sheet will be included in the meeting minutes and posted to the District's website.

Finance Committee Function Statement

Pursuant to BOG 005.1, Each Standing Committee, during the first quarter of the New Year, will review the function statement from 005-BOG-2 that it is responsible to perform. Any suggested change to the Committee function statement will be suggested at the next Board meeting. Standing Committees may seek input and participation from administrators, district staff, members of the community, and consultants.

Current version:

Finance Committee

Mission: It shall be the mission of the Finance Committee to assist the Board of School Directors of New Hope-Solebury School District with planning and making decisions on all matters relating to finance by reviewing financial accounts of the District and making recommendations thereon.

Principles: The Finance Committee shall review and make recommendations to the Board of School Directors of New Hope-Solebury School District on all areas of financial policy, including but not limited to:

- a. annual budgeting process and forecasting,
- b. financial activities for capital projects and operating activities,
- c. cash management,
- d. negotiation of large vendor contracts,
- e. the financial impact of all contracts,
- f. the reports of the School District Secretary and School District Treasurer concerning the financial status of the School District,
- g. the transfer of any School District funds, and
- h. recommend the proposed annual budget prepared by the School Administration prior to its presentation to the Board.

The Finance Committee shall provide financial review, analysis, and opinion, and shall propose frameworks or roadmaps for completing any and all financial or budget related projects.

Role: The Finance Committee shall recommend to the Board of School Directors of New Hope-Solebury School District any actions to be taken in the best interest of the financial stability and growth of the District. The Finance Committee will gain an understanding of issues and provide meaningful recommendations to the Board of School Directors of New Hope-Solebury School District for policy changes to enable financial improvement. The Finance Committee works in partnership with individuals from both campuses and community stakeholders in developing District-wide policies and making decisions that are needed and are aligned with the School District's mission, goals, and priorities. The Finance Committee will debate any issues and recommend decisions, actions, and policies to the Board of School Directors of New Hope-Solebury School District to ensure compliance with federal, state, and local laws while adhering to the principles outlined in this Mission Statement. These recommendations will be based on current research best practices, and innovative new ideas. All recommendations shall be reached by consensus, or a vote of a simple majority of the total Finance Committee members, after

thorough discussion and deliberation. The group consensus or voting of the Finance Committee will be summarized and presented to the Board of School Directors of New Hope-Solebury School District for review and vote.

Proposed Version

3. Finance Committee

a. Mission: It shall be the mission of the Finance Committee to assist the Board of School Directors of New Hope-Solebury School District with planning and making decisions on all matters relating to finance by reviewing financial accounts of the District and making recommendations thereon.

b. Principles: The Finance Committee shall review and make recommendation to the Board of School Directors of New Hope-Solebury School District on all areas of financial policy, including but not limited to:

i. annual budgeting process and forecasting,

ii. financial activities for capital projects and operating activities,

iii. cash management,

iv. negotiation of large vendor contracts,

v. the financial impacts of all contracts,

vi. the reports of the School District Secretary and the School District Treasurer concerning the financial status of the School District.

vii. the transfer of any School District funds, and

viii. recommend the proposed annual budget prepared by the School Administration prior to its presentation to the Board.

c. The Finance Committee shall provide financial review, analysis, and opinion, and shall propose frameworks or roadmaps for completing any and all financial or budget related projects.

d. Role: The Finance Committee shall recommend to the Board of School Directors of New Hope-Solebury School District any actions to be taken in the best interest of the financial stability and growth of the District.

e. The Finance Committee will gain an understanding of issues and provide meaningful recommendations to the Board of School Directors of New Hope-Solebury School District for policy changes to enable financial improvement.

f. The Finance Committee works in partnership with individuals from both campuses and community stakeholders in developing District-wide

policies and making decisions that are needed and are aligned with the School District's mission, goals, and priorities.

g. The Finance Committee will debate any issues and recommend decisions, actions, and policies to the Board of School Directors of New Hope-Solebury School District to ensure compliance with federal, state, and local laws

while adhering to the principles outlined in this Mission Statement.

h. These recommendations will be based on current research best practices, and innovative new ideas.

i. All recommendations shall be reached by consensus, or a vote of a simple majority of the total Finance Committee members, after thorough discussion and deliberation.

j. The group consensus or voting of the Finance Committee will be summarized and presented to the Board of School Directors of New Hope- Solebury School District for review and vote.

Transportation RFP Review/Analysis

Executive Summary

Highlights:

- Request for Proposal for transportation services was reviewed at the February 21, 2019 Finance Committee Meeting
 - The RFP was released on Friday February 22, 2019 to 3 transportation vendors that expressed interest in submitting a proposal.
 - The proposals were due on March 8, 2019.
- Received 2 Proposals
 - First Student - Current provider
 - Levy School Bus Company
- Proposal Summary
 - First Student was the lowest overall cost proposal submitted and met all requirements of the RFP.
 - Costs are an 8% increase to current rates in year 1 and 2.5% increase in years 2-4. This is an \$85,000 increase in year 1 and \$30,000 for years 2-4.
 - Costs are based on current operations and makes no assumption of reductions of vehicles to allow for equal comparisons.
 - First Student's proposal makes reference to routing services through First Planning Solutions team. This team uses routing software and I would like to explore this further with First Student if the decision is made to pursue a contract with them.
 - The cost of 1 bus is \$57,000 per year so a reduction of 1 vehicle could significantly reduce this increase.
 - The committee discussed adding a request for pricing for all vehicles to include seatbelts. In the First Student proposal this would add an additional \$60,000 per year making the total year 1 increase \$145,000.
 - Levy School Bus Company was higher by about \$80,000 per year
 - The proposal submitted also did not meet all requirements of the RFP.
- Other considerations
 - First Student submitted additional contract language that they would like considered which would need to be negotiated.
 - Noteworthy examples are:
 - The option to pass through incremental labor, travel and expense costs in the event of a driver shortage – defined as less than 90% of the drivers needed to fulfill services.
 - The option to renegotiate rates if we reduce our usage of First Student by more than 5%.
- Recommendation – Issue intent to award contract to First Student and begin working on a contract for this committee to recommend to the Board. Contract language must be in line with the RFP as that is how the vendors generated the pricing.

NHSD - Transportation RFP Results - March 21, 2019 - NO SEATBELTS

TOTAL PROPOSAL PRICE (BASE PRICE) FOR "DAILY RUNS" AS LISTED ON SCHEDULE A: Standard Bus (no seatbelts):										
Vendor Name - First Student										
Number of Annual Transportation Days - 180										
	18-19	18-19	18-19	19-20	19-20	20-21	20-21	21-22	21-22	22-23
	Current	Total Costs	Rate	Total Costs	Rate	Total Costs	Rate	Total Costs	Rate	Total Costs
Lift Bus Runs	1 \$ 297	\$ 53,474	\$ 321	\$ 57,771	\$ 329	\$ 59,215	\$ 337	\$ 60,694	\$ 346	\$ 62,212
Bus Runs	11 \$ 290	\$ 574,279	\$ 313	\$ 620,433	\$ 321	\$ 635,936	\$ 329	\$ 651,836	\$ 337	\$ 668,131
Mini Bus Runs	5 \$ 281	\$ 252,855	\$ 304	\$ 273,195	\$ 311	\$ 280,026	\$ 319	\$ 287,028	\$ 327	\$ 294,201
Mini Bus Runs - Half	1 \$ 140.48	\$ 25,286	\$ 152	\$ 27,315	\$ 156	\$ 27,997	\$ 159	\$ 28,697	\$ 163	\$ 29,416
Mini Bus Runs - Quarter	1 \$ 70.24	\$ 12,643	\$ 76	\$ 13,662	\$ 78	\$ 14,004	\$ 80	\$ 14,355	\$ 82	\$ 14,713
Van Runs	2 \$ 252	\$ 90,623	\$ 272	\$ 97,902	\$ 279	\$ 100,350	\$ 286	\$ 102,859	\$ 293	\$ 105,430
Aides	2 \$ 103	\$ 37,210	\$ 112	\$ 40,212	\$ 114	\$ 41,216	\$ 117	\$ 42,246	\$ 120	\$ 43,301
Facility Lease		\$ (12)		\$ (12)		\$ (12)		\$ (12)		\$ (12)
Total For the Year		\$ 1,046,357		\$ 1,130,478		\$ 1,158,733		\$ 1,187,704		\$ 1,217,391
				\$ 84,121		\$ 28,255		\$ 28,971		\$ 29,687
Maximum Daily Hours Before Excess Rate Applies			4.9	8.0%	4.9	2.5%	4.9	2.5%	4.9	2.5%
Maximum Daily Run Mileage Before Excess Rate Applies			75		75		75		75	
Excess Rate Amount per mile			0.25		0.26		0.27		0.28	

TOTAL PROPOSAL PRICE (BASE PRICE) FOR "DAILY RUNS" AS LISTED ON SCHEDULE A: Standard Bus (no seatbelts):										
Vendor Name										
Number of Annual Transportation Days - 180										
	18-19	18-19	18-19	19-20	19-20	20-21	20-21	21-22	21-22	22-23
	Current	Total Costs	Rate	Total Costs	Rate	Total Costs	Rate	Total Costs	Rate	Total Costs
Lift Bus Runs	1 \$ 297	\$ 53,474	\$ 370	\$ 66,600	\$ 381	\$ 68,598	\$ 393	\$ 70,828	\$ 406	\$ 73,125
Bus Runs	11 \$ 290	\$ 574,279	\$ 340	\$ 673,200	\$ 350	\$ 693,396	\$ 362	\$ 715,928	\$ 373	\$ 739,193
Mini Bus Runs	5 \$ 281	\$ 252,855	\$ 320	\$ 288,000	\$ 330	\$ 296,640	\$ 340	\$ 306,279	\$ 351	\$ 316,233
Mini Bus Runs - Half	1 \$ 140.48	\$ 25,286	\$ 200	\$ 36,000	\$ 206	\$ 37,080	\$ 213	\$ 38,286	\$ 220	\$ 39,530
Mini Bus Runs - Quarter	1 \$ 70.24	\$ 12,643	\$ 150	\$ 27,000	\$ 155	\$ 27,810	\$ 160	\$ 28,714	\$ 165	\$ 29,646
Van Runs	2 \$ 252	\$ 90,623	\$ 280	\$ 100,800	\$ 288	\$ 103,824	\$ 298	\$ 107,197	\$ 307	\$ 110,682
Aides	2 \$ 103	\$ 37,210	\$ 112	\$ 40,320	\$ 115	\$ 41,530	\$ 119	\$ 42,883	\$ 123	\$ 44,284
Facility Lease		\$ (12)		\$ (24,000)		\$ (24,000)		\$ (24,000)		\$ (24,000)
Total For the Year		\$ 1,046,357		\$ 1,207,920		\$ 1,244,878		\$ 1,286,116		\$ 1,328,693
				\$ 161,563		\$ 36,958		\$ 41,238		\$ 42,577
Maximum Daily Hours Before Excess Rate Applies			5	15.4%	5	3.1%	5	3.3%	5	3.3%
Maximum Daily Run Mileage Before Excess Rate Applies			0		0		0		0	
Excess Rate Amount per Hour			33		34		35		36	

****Opened on March 11, 2019 at 10:00am**

NHSD - Transportation RFP Results - March 21, 2019 - WITH SEATBELTS

TOTAL PROPOSAL PRICE (BASE PRICE) FOR "DAILY RUNS" AS LISTED ON SCHEDULE A: Standard Bus WITH SEATBELTS:												
Vendor Name - First Student												
Number of Annual Transportation Days - 180												
	18-19		19-20		20-21		21-22		22-23		22-23	
	Current	Total Costs	Rate	Total Costs	Rate	Total Costs	Rate	Total Costs	Rate	Total Costs	Rate	Total Costs
Lift Bus Runs	1 \$ 297	\$ 53,474	\$ 341	\$ 61,353	\$ 349	\$ 62,887	\$ 338	\$ 64,458	\$ 367	\$ 66,069	\$ 358	\$ 709,711
Bus Runs	11 \$ 290	\$ 574,279	\$ 333	\$ 659,043	\$ 341	\$ 675,517	\$ 350	\$ 692,406	\$ 347	\$ 312,516	\$ 172	\$ 31,014
Mini Bus Runs	5 \$ 281	\$ 252,855	\$ 322	\$ 290,205	\$ 164	\$ 29,520	\$ 84	\$ 15,129	\$ 293	\$ 105,430	\$ 120	\$ 43,301
Mini Bus Runs - Half	1 \$ 140.48	\$ 25,286	\$ 80	\$ 14,400	\$ 279	\$ 100,350	\$ 117	\$ 42,246	\$ 120	\$ 43,301	\$ 120	\$ 43,301
Mini Bus Runs - Quarter	1 \$ 70.24	\$ 12,643	\$ 272	\$ 97,902	\$ 114	\$ 41,216	\$ 117	\$ 42,246	\$ 120	\$ 43,301	\$ 120	\$ 43,301
Van Runs	2 \$ 252	\$ 90,623	\$ 112	\$ 40,212	\$ 114	\$ 41,216	\$ 117	\$ 42,246	\$ 120	\$ 43,301	\$ 120	\$ 43,301
Aides	2 \$ 103	\$ 37,210	\$ 112	\$ 40,212	\$ 114	\$ 41,216	\$ 117	\$ 42,246	\$ 120	\$ 43,301	\$ 120	\$ 43,301
Facility Lease		\$ (12)		\$ (12)		\$ (12)		\$ (12)		\$ (12)		\$ (12)
Total For the Year		\$ 1,046,357		\$ 1,191,903		\$ 1,221,697		\$ 1,252,237		\$ 1,283,536		\$ 1,315,069
				\$ 145,546		\$ 29,794		\$ 30,541		\$ 31,298		\$ 31,298
				13.9%		2.5%		2.5%		2.5%		2.5%

TOTAL PROPOSAL PRICE (BASE PRICE) FOR "DAILY RUNS" AS LISTED ON SCHEDULE A: Standard Bus WITH SEATBELTS:												
Vendor Name												
Number of Annual Transportation Days - 180												
	18-19		19-20		20-21		21-22		22-23		22-23	
	Current	Total Costs	Rate	Total Costs	Rate	Total Costs	Rate	Total Costs	Rate	Total Costs	Rate	Total Costs
Lift Bus Runs	1 \$ 297	\$ 53,474	\$ 380	\$ 68,400	\$ 391	\$ 70,452	\$ 404	\$ 72,742	\$ 417	\$ 75,105	\$ 417	\$ 75,105
Bus Runs	11 \$ 290	\$ 574,279	\$ 350	\$ 693,000	\$ 361	\$ 713,790	\$ 382	\$ 756,796	\$ 384	\$ 760,954	\$ 384	\$ 760,954
Mini Bus Runs	5 \$ 281	\$ 252,855	\$ 325	\$ 292,500	\$ 335	\$ 301,275	\$ 346	\$ 311,067	\$ 357	\$ 321,174	\$ 357	\$ 321,174
Mini Bus Runs - Half	1 \$ 140.48	\$ 25,286	\$ 205	\$ 36,900	\$ 211	\$ 38,007	\$ 218	\$ 39,242	\$ 225	\$ 40,518	\$ 225	\$ 40,518
Mini Bus Runs - Quarter	1 \$ 70.24	\$ 12,643	\$ 155	\$ 27,900	\$ 160	\$ 28,737	\$ 165	\$ 29,671	\$ 170	\$ 30,636	\$ 170	\$ 30,636
Van Runs	2 \$ 252	\$ 90,623	\$ 280	\$ 100,800	\$ 288	\$ 103,824	\$ 298	\$ 107,197	\$ 307	\$ 110,682	\$ 307	\$ 110,682
Aides	2 \$ 103	\$ 37,210		\$ -		\$ -		\$ -		\$ -		\$ -
Facility Lease		\$ (12)		\$ (24,000)		\$ (24,000)		\$ (24,000)		\$ (24,000)		\$ (24,000)
Total For the Year		\$ 1,046,357		\$ 1,195,500		\$ 1,232,085		\$ 1,292,714		\$ 1,315,069		\$ 1,315,069
				\$ 149,143		\$ 36,585		\$ 60,629		\$ 22,354		\$ 22,354
				14.3%		3.1%		4.9%		1.7%		1.7%

**Opened on March 11, 2019 at 10:00am

Contractor - First Student

COSTS FOR ACTIVITY BUS RUNS, ATHLETIC AND FIELD TRIPS

ACTIVITY BUS RUNS	Current	Year 1 (2019-2020)	Year 2 (2020-2021)	Year 3 (2021-2022)	Year 4 (2022-2023)
Daily Rate*					
(hours & miles included)	\$ 179.38	\$ 40.00	\$ 41.00	\$ 42.03	\$ 43.05
Excess Mileage Rate**	\$ 0	\$ 0.25	\$ 0.26	\$ 0.27	\$ 0.29
Minimum Trip Rate	\$ 179.38	\$ 160.00	\$ 164.00	\$ 168.12	\$ 172.32
Layover Rate	\$ 40.00	\$ 40.00	\$ 41.00	\$ 42.03	\$ 43.08
ATHLETIC TRIPS/FIELD TRIPS	Year 1 (2019-2020)	Year 1 (2019-2020)	Year 2 (2020-2021)	Year 3 (2021-2022)	Year 4 (2022-2023)
Daily Rate*					
(hours & miles included)	\$ 179.38	\$ 40.00	\$ 41.00	\$ 42.03	\$ 43.05
Excess Mileage Rate**	\$ 0	\$ 0.25	\$ 0.26	\$ 0.27	\$ 0.29
Minimum Trip Rate	\$ 179.38	\$ 160.00	\$ 164	\$ 168.12	\$ 172.32
Layover Rate	\$ 40.00	\$ 40.00	\$ 41.00	\$ 42.03	\$ 43.08

*MAXIMUM DAILY HOURS BEFORE EXCESS RATE APPLIES: 4 HOURS.

**MAXIMUM DAILY RUN MILEAGE BEFORE EXCESS RATE APPLIES: 75 MILES.

Contractor - Levy

COSTS FOR ACTIVITY BUS RUNS, ATHLETIC AND FIELD TRIPS

ACTIVITY BUS RUNS	Year 1 (2019-2020)	Year 1 (2019-2020)	Year 2 (2020-2021)	Year 3 (2021-2022)	Year 4 (2022-2023)
Daily Rate*					
(hours & miles included)	\$ 179.38	\$ 66.00	\$ 67.98	\$ 70.19	\$ 72.47
Excess Mileage Rate**	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Minimum Trip Rate	\$ 179.38	\$ 66.00	\$ 67.98	\$ 70.19	\$ 72.47
Hourly Rate	\$ 40.00	\$ 33.00	\$ 33.99	\$ 35.09	\$ 36.26
ATHLETIC TRIPS/FIELD TRIPS	Year 1 (2019-2020)	Year 1 (2019-2020)	Year 2 (2020-2021)	Year 3 (2021-2022)	Year 4 (2022-2023)
Daily Rate*					
(hours & miles included)	\$ 179.38	\$ 70.00	\$ 72.10	\$ 74.44	\$ 76.86
Excess Mileage Rate**	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Minimum Trip Rate	\$ 179.38	\$ 70.00	\$ 72.10	\$ 74.44	\$ 76.86
Layover Rate	\$ 40.00	\$ 35.00	\$ 36.05	\$ 37.22	\$ 38.43

*MAXIMUM DAILY HOURS BEFORE EXCESS RATE APPLIES: 2 HOURS.

**MAXIMUM DAILY RUN MILEAGE BEFORE EXCESS RATE APPLIES: N/A MILES.



NEW HOPE-SOLEBURY SCHOOL DISTRICT
DIGITAL COPIERS AND PRINT MANAGEMENT SERVICES

SUBMISSION OF PROPOSAL

**Proposals must be received in the NEW HOPE-SOLEBURY SCHOOL DISTRICT
Business Office no later than
Wednesday April 10th, 2019 2:00p.m. Eastern Standard Time**

Proposals must be delivered to:
**Andrew Lechman,
Chief Operations Officer
NEW HOPE-SOLEBURY SCHOOL DISTRICT
180 W. Bridge Street
New Hope, PA 18938**

All proposals (an original plus four (4) copies) must be submitted enclosed in a sealed envelope plainly marked "**RFP-Copy Contract**". The envelope must be addressed and mailed or delivered to the individual specified above. Proposers shall be responsible for actual delivery of proposals during business hours at the above address. It will not be sufficient to show that a Proposal was mailed in time to be received before scheduled closing time for receipt of proposals. Facsimile submissions of proposals are not acceptable.

Proposals received after the specified time and date will be rejected and returned unopened.

ISSUING OFFICE

Any questions pertaining to the REQUEST FOR PROPOSAL (RFP) should be directed to:
**Andrew Lechman- Chief Operations Officer
NEW HOPE-SOLEBURY SCHOOL DISTRICT
(215) 862-5372
Allechman@nhsd.org**

1.0 **REQUEST FOR PROPOSAL**

1.1 **GENERAL REQUIREMENTS**

NEW HOPE-SOLEBURY SCHOOL DISTRICT is seeking a vendor(s) to provide new Digital Copiers under lease plus ancillary services for the next 5 years, to meet the printing, copying and electronic data needs of NEW HOPE-SOLEBURY SCHOOL DISTRICT, its management, faculty, staff and students, to include a full line of Digital Copiers, and all accessories plus some related services.

It is the intent of the NEW HOPE-SOLEBURY SCHOOL DISTRICT:

- To solicit recommendations from vendors on advancing towards more electronic distribution of information which will help us move toward our goal of reducing paper copies, reducing reliance upon and expense of individual printers, reducing overall copier expense and increasing network copier capabilities.
- To solicit copier prices based on per copy charge, as replacement copiers for a fleet of 34 Ricoh copiers whose lease will expire 7/31/2019. Replacement installation is targeted to occur the week of 7/22/19 and training of staff to follow immediate thereafter.
- To receive Proposals as a separate and unique Option to provide a copy/print center with one fulltime onsite supplier specialist, with all costs charged as part of the per copy charges for the respectively utilized equipment in that facility, which is to be located on our main campus in the High School.

1.2 **CLARIFICATION OF PROPOSAL**

Any person contemplating submitting a proposal in doubt as to the true meaning of any part of the specifications or other proposed contract documents, he/she may submit a written request for an interpretation thereof. The NEW HOPE-SOLEBURY SCHOOL DISTRICT will not be responsible for any other explanations or interpretations of the proposed documents. In case of any doubt or difference of opinion as to the true intent of the specifications and in case any dispute between the parties under the contract to be entered there under, the decision of the NEW HOPE-SOLEBURY SCHOOL DISTRICT shall be final and binding. Under no circumstances will a request for clarification alter the submission deadline.

1.3 **TERM OF AGREEMENT**

The term of this agreement will be for a five (5) years.

1.4 **INSTRUCTIONS TO PROPOSER**

East proposal must contain all items listed on the checklist provided with this RFP. See Exhibit C.

1.5 **SELECTION/ EVALUATION CRITERIA**

Selection will be based upon a determination as to which proposal is in the best interest of the NEW HOPE-SOLEBURY SCHOOL DISTRICT. Each proposal shall be evaluated first on whether required qualification criteria are met on a pass/fail basis.

An evaluation team shall then evaluate all accepted proposals. Evaluation of contractor shall be based on the information submitted in the proposals. The NEW HOPE-SOLEBURY SCHOOL DISTRICT reserves the right to waive formalities in proposals and to reject any and all proposals.

The award shall be made to the Proposer with the proposal, which the NEW HOPE-SOLEBURY SCHOOL DISTRICT determines is in the NEW HOPE-SOLEBURY SCHOOL DISTRICT'S best interest. From the total information required, determination shall be made by the NEW HOPE-SOLEBURY SCHOOL DISTRICT of the Proposer's demonstrated financial, managerial and operational ability and resources to serve the NEW HOPE-SOLEBURY SCHOOL DISTRICT. Only proposals from financially responsible organizations or individuals, as determined by the NEW HOPE-SOLEBURY SCHOOL DISTRICT, shall be considered. All Proposers must supply a recent Dun and Bradstreet report as part of the proposal.

In addition to the required qualification criteria, all shall be evaluated based on, but not limited to the following criteria:

<u>COMPONENT</u>	<u>POINTS</u>
Cost	60
Satisfaction of Specification and Requirements and Guaranteed Service Time	30
Number of years in business under current business name and structure and Reputation of Equipment Manufacturer	10
Total	100

1.6 **FINALIST AND ORAL PRESENTATIONS**

On or about 4/19/19 the list of Proposers will be cut to a minimum of two finalists. Those two Proposers will be required to make oral presentations. The presentations will be scheduled on Monday 4/29/19 to provide an opportunity for the Proposer to supplement and/or clarify the proposal and for the evaluation team to ask questions. Should a Proposer refuse to honor the request for oral presentation, it may result in disqualification. The committee's recommendation will go to the Board of School Directors for approval during the May 2019 meeting. Deployment of the new copiers will be scheduled for the week of 7/22/19.

1.7 **CONTRACT NEGOTIATION**

The NEW HOPE-SOLEBURY SCHOOL DISTRICT may, after each step during the evaluation process, negotiate with any Proposer who has been determined by the evaluation committee as being most apt to provide services that are in the best interests of the NEW HOPE-SOLEBURY SCHOOL DISTRICT.

1.8 **PROPOSER'S QUALIFICATIONS/ REFERENCES AND INFORMATION**

It is the purpose of this invitation for proposal to obtain complete data from each Proposer to enable the NEW HOPE-SOLEBURY SCHOOL DISTRICT to determine which Proposer is best able to serve all of the criteria which are to be considered in the award of this contract.

Proposers shall provide a written response to all required Proposer's information. Each response shall be numbered to coincide with the Proposer's information numbering and presented in the sequence listed. The Proposer's information should be prepared simply and economically, providing a straightforward, concise description of that which is required. Emphasis should be on completeness and clarity of content.

If the Proposer intends to subcontract a portion of the resulting contract, the terms of the proposed subcontract are to be described as a part of the response to the required Proposer's information. The NEW HOPE-SOLEBURY SCHOOL DISTRICT may request additional information related to any subcontract proposed.

Reference checks from a minimum of three (3) PA school district clients currently using your company's system must indicate high quality of service has been performed consistently.

Statements are required to be complete and accurate. Omission, inaccuracy or misstatement may be sufficient cause for rejection of proposal.

Proposer must have been in business providing copier services for a minimum of five (5) years prior to the opening date of this proposal. At a minimum all Proposers are to provide a copy of your most recent Dun & Bradstreet credit reports.

1.9 **MODIFICATION OR WITHDRAWAL OF PROPOSALS**

Any respondent may withdraw their proposal at any time prior to the scheduled closing time for the receipt of proposals, but the respondent may not withdraw their proposal for a period of ninety (90) days after the scheduled closing time for the receipt of proposals. Modification or corrections of a previously submitted proposal are to be addressed in the same manner as the original proposal and will be considered by the NEW HOPE-SOLEBURY SCHOOL DISTRICT if received prior to the scheduled closing time for receipt of proposals. Oral or telephonic (facsimile) modifications or corrections will not be recognized or considered.

1.10 **DEVIATIONS AND EXCEPTIONS**

Deviations and exceptions from terms, conditions, or specifications shall be described fully, on the Proposer's letterhead, signed and attached to the vendor's proposal. In the absence of such statement, the proposal shall be accepted as in strict compliance with all terms, conditions, and specifications and the Proposer shall be held liable.

1.11 **ACCEPTANCE- REJECTION**

The NEW HOPE-SOLEBURY SCHOOL DISTRICT reserves the right to accept or reject any and all proposals, to waive any technicality in any proposal submitted, and to accept any part of a proposal deemed to be in the best interest of the NEW HOPE-SOLEBURY SCHOOL DISTRICT.

Proposals must be dated and timed marked by the receiving office on or before the date and time that the proposal is due. Receipt of a proposal by the mail system does not constitute receipt of a proposal by the Business Office.

1.12 **PUBLIC RECORDS ACCESS**

Proposal openings are not public unless otherwise specified. Records may not be available for public inspection prior to issuance of the notice of intent to award of the contract.

1.13 **PROPRIETARY INFORMATION**

Any restriction on the use of data contained within a request must be clearly stated in the proposal itself. Proprietary information submitted in response to a request will be handled in accordance with applicable NEW HOPE-SOLEBURY SCHOOL DISTRICT procurement regulations and the Pennsylvania public records law.

Proprietary restrictions normally are not accepted. However, when accepted, it is the contractor's responsibility to defend the determination in the event of an appeal or litigation.

Any material submitted by the contractor in response to this request that the contractor considers confidential and proprietary information, and which qualifies as a trade secret or material which can be kept confidential under the PA open records law, must be identified on Designation of Confidential and Proprietary Information list to be appended to the proposal. Proposal prices cannot be held confidential.

1.14 **EXISTING CONTRACT UMBRELLA**

NEW HOPE-SOLEBURY SCHOOL DISTRICT prefers that the awarded vendor currently holds either a National/ State contract, PEPPM, or other LEA agency's cooperative/ consortium contract for their proposed equipment and services under which we may lease. These competitively bid contracts provide the NEW HOPE-SOLEBURY

SCHOOL DISTRICT with the protection of State or other LEA Agency supported competitively bid contracts. The awarded vendor would be encouraged and expected to provide volume discounts off of these contracts, thus providing the NEW HOPE-SOLEBURY SCHOOL DISTRICT with the protection of the State or LEA sanctioned contracts in addition to excellent pricing.

2.0 **STANDARD TERMS AND CONDITIONS**

2.1 **PAYMENT**

The payment terms are net 30 days after the acceptance of monthly billing details. Net Terms for periods less than 30 days (i.e. Net 15) may result in rejection of the proposal (cash discounts for prompt payment, including payments by credit card, will be considered). Billing Statements and Invoices are to be submitted under the conditions as outlined by the Chief Operating Officer and/ or his (her) designee.

Any purchase order for products or services resulting from this contract award, must be contingent upon provisions for cancellation, without penalty, if the applicable funds are not available for required payment or if the product or services fail to meet minimum school criteria for acceptance and performance reliability.

2.2 **WARRANTY OF SERVICE**

The Proposer must warrant that it will provide appropriately trained personnel with regards to the provision of services identified above and that these services will be provided regardless of conditions that may negatively impact on the ability of the vendor to deliver other services.

2.3 **TAXES**

The NEW HOPE-SOLEBURY SCHOOL DISTRICT is exempt from payment of all Federal tax, PA State and local taxes on its purchases.

2.4 **APPLICABLE LAW**

The resulting contract shall be governed under the laws of the Commonwealth of Pennsylvania and Common Pleas Courts of Bucks County. The contractor, shall at all times, comply with, and observe all federal and state laws, local laws, ordinances and regulations, which are in effect during the period of this contract and which in any manner affect the work or its conduct.

Disputes should be addressed to the NEW HOPE-SOLEBURY SCHOOL DISTRICT Chief Operations Officer.

Any dispute arising as to quality and quantity shall be subject to laws of the Commonwealth of PA.

2.5 **CONTRACT ASSIGNMENT**

No right or duty in whole or in part of the contractor under this contract may be assigned or delegated without the prior written consent of the NEW HOPE-SOLEBURY SCHOOL DISTRICT Chief Operations Officer.

2.6 **NON-DISCRIMINATION**

The NEW HOPE-SOLEBURY SCHOOL DISTRICT is an Equal Opportunity Employer. The Board of Education has made it a matter of policy that it will not transact business with firms, which are not in compliance with all Federal and State statutes and executive orders pertaining to non-discrimination.

2.7 **LICENSING**

As required, the Vendor shall be financially responsible for obtaining all required permits, licenses, fees and bonding to comply with pertinent resolutions and policies, NEW HOPE-SOLEBURY SCHOOL DISTRICT regulations, and municipal, state and federal laws, and shall assume liability for all applicable taxes including, but not restricted to, sales and property.

2.8 **INSURANCE**

The VENDOR shall be responsible for maintaining insurance coverage in force for the life of this contract of the kind and adequate amounts to secure all of the vendor's obligations under this contract with an insurance company with an AM Best Rating of A-VII or better licensed to write such insurance in the Commonwealth of PA and acceptable to the NEW HOPE-SOLEBURY SCHOOL DISTRICT.

The insurer shall provide the NEW HOPE-SOLEBURY SCHOOL DISTRICT with Certificates of Insurance signed by an authorized representative of the insurer prior to the performance of this contract, describing the coverage and providing that the insurer shall give the NEW HOPE-SOLEBURY SCHOOL DISTRICT written notice at least thirty (30) days in advance of any termination, expiration, or any and all changes in coverage.

Such insurance renewals or replacements thereof shall remain in force during the term of this contract and any extensions.

The VENDOR, at the VENDOR'S own cost and expense, shall procure and maintain all insurance required and shall name the NEW HOPE-SOLEBURY SCHOOL DISTRICT as Additional Insured on all contracts, except Workers' Compensation and professional Errors & Omissions coverages.

SPECIFIC REQUIREMENTS:

1) **Workers' Compensation Insurance**

The VENDOR shall provide Statutory Workers' Compensation Insurance, including Employer's Liability, with limits of:

\$100,000 each accident

\$500,000 disease, policy limit

\$100,000 disease, each employee

- 2) Commercial General Liability Insurance
The VENDOR shall carry Commercial General Liability Insurance (Insurance Services Officer Incorporated Form CG-0001 or equivalent). A per occurrence limit of \$1,000,000 is required. The Aggregate Limit will be not less than \$2,000,000. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.
- 3) Business Automobile Liability Insurance
The VENDOR shall carry Business Automobile Liability Insurance (Insurance Services Office Incorporated Form CA-00001 or equivalent). A per occurrence limit of \$1,000,000 is required. "Any Auto" (symbol 1 or equivalent) is required. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

OTHER REQUIREMENTS:

The VENDOR shall carry Excess Liability Coverage in the amount of \$10,000,000 per occurrence.

NEW HOPE-SOLEBURY SCHOOL DISTRICT reserves the right to amend amounts of coverage required and type of coverages provided based on work or service to be performed.

2.9

ASBESTOS IN SCHOOLS

All Contractors should be aware that all Public Schools are required by State and Federal regulations to comply with all laws pertaining to asbestos containing building materials (ACBM) in their schools.

It is required that any design professional and/or Contractor that enters into a contractual agreement with the NEW HOPE-SOLEBURY SCHOOL DISTRICT, pertaining to building renovations or additions, shall ensure that all building materials specified and/ or to be installed are of a non-asbestos material. In order to verify this, the Owner requires the successful Contractor to submit Material Safety Data Sheets (MSDS) detailing the building material. All Contractor/ Design professionals are encouraged to inspect the AHERA Asbestos Management Plan prior to commencing any work. Any questions regarding ACBM or this requirement should be addressed to the Owner's Asbestos Management Planner.

Any asbestos encountered in construction shall be brought to the Owner's attention prior to continuation of work. Removal will be done in accordance with all Federal, State and Local laws and regulations.

2.10

CONTRACT CANCELLATION

The NEW HOPE-SOLEBURY SCHOOL DISTRICT may cancel this contract for breach, as determined by the NEW HOPE-SOLEBURY SCHOOL DISTRICT, which shall consider such items as, but not limited to: insufficient insurance coverage, failure to provide required period statements, failure to enforce required standards of service, or quality of service is unsatisfactory to the NEW HOPE-SOLEBURY SCHOOL DISTRICT. This may include any cessation or diminution of service including, but not limited to, failure to maintain adequate personnel, whether arising from labor disputes, or otherwise any substantial change in ownership or proprietorship of the contractor which in the opinion of the NEW HOPE-SOLEBURY SCHOOL DISTRICT is not in its best interest or failure to comply with the terms of the contract.

The NEW HOPE-SOLEBURY SCHOOL DISTRICT shall provide five (5) calendar days written notice of contract breach and unless within five (5) calendar days such neglect has ceased and arrangements made to correct, the NEW HOPE-SOLEBURY SCHOOL DISTRICT may cancel the contract by giving ten (10) days notice, in writing, by registered or certified mail of its intention to cancel this contract.

Should the NEW HOPE-SOLEBURY SCHOOL DISTRICT breach any terms or provisions of this contract, the contractor shall serve written notice on the NEW HOPE-SOLEBURY SCHOOL DISTRICT setting forth the alleged breach and demanding compliance with the contract. Unless within ten (10) calendar days after receiving such notice, the allegation shall be contested, or such breach shall cease and arrangements are made for corrections, the contractor or the NEW HOPE-SOLEBURY SCHOOL DISTRICT may cancel the contract by mutual agreement, giving ten (10) days' notice, in writing, by registered or certified mail of its intention to cancel this contract.

The NEW HOPE-SOLEBURY SCHOOL DISTRICT warrants that it has funds available to pay the costs of this proposal. If the NEW HOPE-SOLEBURY SCHOOL DISTRICT legislative body or funding authority does not appropriate funds for this proposal, the NEW HOPE-SOLEBURY SCHOOL DISTRICT may, upon prior written notice to the awarded contractor, effective thirty (30) days after giving such notice, cancel any existing contracts. Payment of all amounts due the contractor will be made until the end of the 30-day period.

2.11

PARTIES TO THE CONTRACT

The contract shall be between the NEW HOPE-SOLEBURY SCHOOL DISTRICT, hereafter referred to as the "NEW HOPE-SOLEBURY SCHOOL DISTRICT" and the successful Proposer hereafter referred to as the "contractor" for the provision of services according to the terms set forth herein. The Chief Operations Officer or his/her designee shall be the representative of the NEW HOPE-SOLEBURY SCHOOL DISTRICT responsible for the administration of the contract and referred to herein as "the appropriate authority".

2.12

EXCUSED PERFORMANCE

If, because of riots, war, public emergency or calamity, fire, flood, earthquake, acts of God, government restriction, labor disturbance or strike, business operations at the NEW HOPE-SOLEBURY SCHOOL DISTRICT are interrupted or stopped, performance of this contract, with the exception of moneys already due and owing, shall be suspended and excused to the extent commensurate with such interfering occurrence. The expiration date of this contract may be extended for a period of time equal to the time that such default in performance is excused. The

contractor must agree to indemnify and save harmless NEW HOPE-SOLEBURY SCHOOL DISTRICT from claims, suits actions, damages and costs of every name and description, arising out of or resulting from the contractor's performance of the contract; vandalism and acts of God accepted.

2.13 **NON-COLLUSION AFFIDAVIT**

Proposers are required to submit a Non-Collusion Affidavit with their proposals.

2.14 **ENTIRE AGREEMENT**

The contract award and purchase order with referenced parts and attachments shall constitute the entire agreement and no other terms and conditions in any document, acceptance or acknowledgement shall be effective or binding unless expressly agreed in writing by the NEW HOPE-SOLEBURY SCHOOL DISTRICT.

NEW HOPE-SOLEBURY SCHOOL DISTRICT
DIGITAL COPIERS AND PRINT MANAGEMENT SERVICES
SPECIFICATIONS

3.0 OVERVIEW

The NEW HOPE-SOLEBURY SCHOOL DISTRICT currently has 34 Ricoh brand digital copiers distributed among 5 different locations on 2 campuses (See Chart 1). The NEW HOPE-SOLEBURY SCHOOL DISTRICT is looking to reduce the number of devices in the fleet from 34 to 29. See Chart 2 for comparable devices reduction.

Chart 1. Existing Devices

Model	Quantity
Ricoh MP3353	14
Ricoh C3003	13
Ricoh MP6002	4
Ricoh MP9002	1
Ricoh MP7502	1
Ricoh MP5503	1

Chart 2. Reduced Devices

Model	Quantity
Ricoh MP3353	14
Ricoh C3003	12
Ricoh MP6002	0
Ricoh MP9002	1
Ricoh MP7502	1
Ricoh MP5503	1

The annual volume of these copiers is 4,000,000 Black and white copies and 240,000 color copies.

The intent is to reduce overall copy expenses and to decrease the number of copies made by promoting a "paperless" philosophy and increasing the electronic distribution of information, networking more copiers and increasing efficiency of copier use, decreasing usage of individual printers by directing prints to networked digital copiers and by utilizing "Hold and Print" feature on copiers.

NEW HOPE-SOLEBURY SCHOOL DISTRICT is seeking a vendor to provide digital copiers for use by NEW HOPE-SOLEBURY SCHOOL DISTRICT departments and offices. The vendor selected must be able to meet and satisfy the requirements and specifications outlined in this document.

REQUIREMENTS/ SPECIFICATIONS- DIGITAL COPIERS

- a. Your proposal provided in response to this request is to be based on supplying replacement units of **EQUAL OR SUPERIOR** capacity, features, and performance.
- b. Additionally, **ALTERNATE BASE PROPOSALS** (in addition to the mandatory Base Proposal above) are requested and encouraged. They are to represent the Proposer's recommendations for quantity, type, capacity, and features of equipment, which in their opinion (based on the data of monthly usage provided) better meet our actual goals and needs.
 - i. Please identify it as an Alternate Base Proposal and provide it in the same format as the Proposal Response sheets for A thru D of the Base Proposal in paragraph 4.a above but title it **"ALTERNATE BASE"**.
 - ii. Copiers are to be sized to accommodate the current average volume.
- c. NEW HOPE-SOLEBURY SCHOOL DISTRICT is to be made aware of newly released models as they become available, including detailed specifications, accessory listings (with prices), cost per copy and rental/ lease pricing for coterminous leases.
- d. All copiers must be user friendly to the casual user. Vendor will guarantee that unlimited training, at no charge, shall be provided to the District's staff upon initial placement as well as upon request from time to time throughout the duration of the copier placement. This may include training of additional staff due to copier relocation or staffing changes.
- e. Each machine delivered must be standard brand new, unused, of latest model of regular stock product, currently in production with then Original Equipment Manufacturer (OEM) with parts readily available for at least the next five (5) years and guaranteed against material defects for the duration of the lease. If a machine is found to be defective during this period, the contractor shall replace the entire machine or the specific part, at the using department's discretion, without cost to the department. Any machine that cannot be repaired for any reason within five (5) business days of the initial service call shall be replaced with a loaner machine of the same or near equal capabilities and copy usage to date and date of manufacture. If a machine is reported faulty more than three (3) times in a thirty (30) day period, the District can require that the machine be replaced.
- f. The cost per copy for the listed Brand, Models and features of the proposed BASE PROPOSAL AND/ OR ANY ALTERNATE PROPOSALS for Digital copiers which must meet all contract requirements listed in this RFP and include at a minimum: all necessary black & white and color equipment hardware, firmware, software, documents feeders, finishers, paper drawers, large capacity paper trays, print controllers, finisher/feeder kits, all licenses, ramp-up training, print drivers, network admin utilities, boards, cards, peripherals, insurance, lease administration fees, return freight charges, grounding, power surge protection devices (line conditioners), emergency service, preventive maintenance service, networking printing and scanning support, part, consumable parts, supplies, toner, staples, fuser oil (if needed), photoconductors, developer, labor, firmware upgrades, software upgrades, travel time, trip charges, all inbound and outbound freight for equipment and supplies, delivery, all order processing fees, de-installation at contract completion, hard drive cleaning at de-installation and ongoing. Training. Cost per copy/impression pricing must remain firm through the term of initial contract. The monochrome CPI shall also be applied to the monochrome copies on all color capable units installed as part of any awarded resulting from this RFP.
- g. Cost of Enhancements must be detailed as required in the Proposal Response sheets and included in the per copy cost. If there are enhancements which are not included in the per copy cost- they must be defined and costed on **Exhibit B-2**.
- h. Each vendor submitting a proposal must state their maximum response time for service calls. This may be stated as a response time to service calls placed before a specified time each day and the response time for service calls placed after that time.
- i. Service is to be available Monday through Friday, except for Holidays, and when the NEW HOPE-SOLEBURY SCHOOL DISTRICT is closed.
- j. Copiers must be capable of providing copies on paper up to 11" by 17" for all machines. All copiers using 'cut sheet' paper must accept common brands of multi-Purpose Recycled Paper containing a minimum of 30% post-consumer waste.
- k. All supplies provided as part of this contract must be OEM. Toner, etc. provided by a re-manufacturer are not acceptable.
- l. MSDS sheets must be provided for all supplies for which they are required. Vendor agrees to provide copiers that meet the U.S. Environmental Protection Agency's Energy Star guidelines.

- m. Vendors submitting a proposal must complete **Exhibit B-3**. This exhibit provides information about the standard features for each model copier being proposed and such items as first copy time, copies per minute, etc.
- n. All copiers proposed must be capable of operating on NEW HOPE-SOLEBURY SCHOOL DISTRICT'S network.
- o. It is NEW HOPE-SOLEBURY SCHOOL DISTRICT's desire to have all copiers installed at one time. Each vendor submitting a proposal must address how they plan to satisfy this requirement. The installation of all copiers is scheduled for the week of 7/22/19.
- p. Each vendor submitting a proposal must address how they will handle upgrading or downgrading copiers that can no longer handle the volume being placed on them due to operational or other changes. Copiers under this contract award can be 'traded up' or downsized when determined to be over/under utilized with no penalties or additional labor fees.
- q. Each vendor submitting a proposal must address how they will handle replacement of problem copiers. This is to address equipment with performance issues which service and repairs cannot correct.
- r. Each vendor submitting a proposal must indicate on the Proposal Response Sheet Exhibit A, the number of years they have been in business under their current business name and structure.
- s. Awarded vendor will be prepared to provide additional information as requested by the NEW HOPE-SOLEBURY SCHOOL DISTRICT to facilitate a complete and comprehensive review of copier costs. Such requests will be limited to such information as number of copies per toner cartridge, estimated down time, number of technicians on staff, average response time for service calls and/or number of trainers on staff. Responses to such requests shall be made within ten (10) business days of the request.
- t. All deliveries of equipment and supplies must be completed no later than thirty (30) days after receipt of purchase order. Completed delivery is defined as the complete digital copier machine with all options ordered, in the location of final use as specified by the department, primary staff training completed, and all equipment and options operational to manufacturer's specifications. Delivery is to be made to location specified by ordering department, during the normal receiving hours, and to the attention of the person specified by the ordering institution.
- u. Administrative and Account Services which must be included in the per copy cost of all proposals provided and at a minimum:
 - i. An Account associate is to be available and onsite to provide contracted services five (5) days per week, 8 hours per day, 8:00AM to 4:00PM.
 - ii. Vendor shall coordinate the inventory and reordering of replaceable supplies at all district locations. All supplies will be inventoried and ordered at least once a month and shipped directly to user buildings.
 - iii. The vendor shall gather and submit meter reads monthly to the individual responsible for entering the meter read data into the billing process. The meter read data is submitted to the District.

5.0 **MULTI-FUNCTION SYSTEM CRITERIA, TECHNICAL REQUIREMENTS AND FEATURES SOUGHT**

Features or Characteristics that all equipment must also conform to are:

- 1. A Product Specification Sheet must be included for each device being recommended.
- 2. Each MFP must be able to scan and send in full color.
- 3. All equipment must be Energy Star compliant.
- 4. Equipment must maintain a consistent physical platform, facilitating ease of use and implementation.
- 5. Equipment must have a common user-friendly interface.
- 6. Devices must log copy/print usage.
- 7. Allow for absolute network integrity and security via password protection or network login restricting access to the device as well as the network.
- 8. Scan new jobs while the device is network printing or copying without network interruption.
- 9. Scan to e-mail.
- 10. Enable end users to easily replace consumable components including:
 - i. Toner
 - ii. Staples
 - iii. Paper
- 11. Manufacturer of proposed equipment must be ISO 9001 Certified, to meet Independent Service Organization Standards.
- 12. Service provider must provide/ support B&W and color through PCL 5e, PCL6 on all devices.

13. Service provider must provide/ support drivers for Windows 64 Bit (8, 10); Windows Server (2012, 2016, 2019); MAC OSX.
14. All devices must provide native support for the following fonts:
 - i. Windows standard
 - ii. Bar code (39, UPC, Code 25 Interleaved 2 of 5)
 - iii. OCR
15. All devices must support the TCP/IP protocol over an Ethernet network via a 100/1000 MB NIC.
16. Print and Hold. Each device must allow for print jobs to be placed on hold by the end user, and only print when the end user has authenticated at the device using New Hope-Solebury's ID CARD for access.
17. Integration capability with Cloud printing technologies.

6.0 COPIER/ PRINTER FLEET DATA COLLECTION

- 7.1 Also to be provided is district wide monitoring and reporting of all copier, printer and special use devices in the district fleet via vendor provided software. Monthly data is to be provided for each copier (such as print jobs, total number of copies, etc.) Report to also show year to date figures. Data will be sorted by device/ building/ department/user, all of which is to be rolled up for a district wide summary of printers and copier activity. An additional service reports to include details of all service calls, by type, location, and response time actuals.
- 7.2 Vendor to update monthly the physical location of all copiers.
- 7.3 Vendor to provide semi-annual review of copier/ print activity and recommend changes to have a more Efficient copy/print operation district wide, which will advance our goal of lower copier/ printer expense And less hardcopy outputs and more use of networked digital copiers versus more costly printers.

7.0 CENTRAL COPY CENTER- VENDOR STAFFED and EQUIPMENT OPTION

- 7.1 NEW HOPE-SOLEBURY SCHOOL DISTRICT currently has a centralized copy center that supports District wide staff for large jobs. The center would be located on the High School campus. Vendor Proposals are requested to equip and operate the copy center with a vendor employee copy Specialist working Monday to Friday, except for holidays, during the hours of 8:00AM to 4:00PM daily. Pricing must include backfill of the copy Center equipment. Specialist to also be knowledgeable and possess the necessary skills to promote the copy center to both clerical support, certified and administrative staff members of the NEW HOPE-SOLEBURY SCHOOL DISTRICT. Copies processed in the central copy center should be included in the base count for all district copying. B&W and color prints are to be available from the copy center on a next day basis. NEW HOPE-SOLEBURY SCHOOL DISTRICT will supply all copy paper and all other supplies are to be supplied by Vendor and included in per copy charges. The central copy center has the following responsibilities:
 - Timely and accurately complete all copy requests submitted on an agreed upon request form.
 - Verify the accuracy of the information submitted on the copy request form and follow up with the submitter if any submitted information is unclear.
 - Verify principal review/signature for any color copy requests.
 - Deliver copies to requestors at all district locations
 - Responsible for level 1 support of all district copiers covered under this agreement. This would include:
 - Day to day maintenance, changing toner, clearing paper jams, replacing staples and reporting maintenance beyond level 1 support to the proper party.
 - Responsible for pick-up and delivery all inter-office mail of the district.
 - Responsible for daily mail drop off at local post office.
 - Responsible for acceptance and delivery of District deliveries made to the loading dock.
 - Responsible for shipping of District packages.
 - Responsible for scanning needs of District.

**EXHIBIT A
NEW HOPE-SOLEBURY SCHOOL DISTRICT
DIGITAL COPIERS AND PRINT MANAGEMENT SERVICES
PROPOSAL RESPONSE SHEET
REFERENCES & VENDOR INFO**

Vendor Questions:

Question	Answer
Number of years in business under current business name and structure?	
Manufacturer brand being offered.	
Is any portion of your proposal based on subcontractor work?	
Have you taken exception to any specific specifications, terms, or conditions delineated herein? If yes, provide identified section and nature of exception on a separate sheet of letterhead.	

References:

Company Name	Contact Person	Contact Phone	Contact email

EXHIBIT B-1

NEW HOPE-SOLEBURY SCHOOL DISTRICT DIGITAL COPIERS AND PRINT MANAGEMENT SERVICES PROPOSAL RESPONSE SHEET

Gentlemen:

We, the undersigned, herewith propose and agree to furnish to the NEW HOPE-SOLEBURY School District any one or all the items that we have priced at the prices set opposite each item on the attached sheets.

This proposal is subject to all the terms of these specifications as printed on the attached pages and we hereby agree to enter into a written contract to furnish such item or items as may be awarded to us, and to furnish such security as these specifications require.

The undersigned bidder certifies to having read these specifications and offers to furnish the articles specified to the NEW HOPE-SOLEBURY School District in exact accordance with the specifications and at the prices stated.

Please complete:

Company Name	
Company Address	
Contact Full Name	
Contact Title	
Contact Email	
Signature	

Base Proposal

- For the listed Brand, Models and features of the proposed BASE BID Digital copiers your all-inclusive cost per copy, which meets all contract requirements listed in this RFP , including but not limited to : all necessary b/w and color equipment hardware, firmware, software, document feeders, finishers, paper drawers, large capacity paper trays, print controllers, finisher/feeder kits, all licenses, ramp-up training, print drivers, network and utilities, boards, cards, peripherals, insurance, lease administration fees, return freight charges , grounding, power surge protection devices(line conditioners), emergency service, preventive maintenance service, networking printing and scanning support, part, consumable parts, supplies, toner, staples, fuser oil (if needed),photoconductors, developer, labor, firmware upgrades, software upgrades, travel time, trip charges, freight, delivery, all order processing fees, de-installation at contract completion, hard drive cleaning at de-installation and ongoing training. Cost per copy/impression pricing must remain firm though the term of the initial contract.

Base Bid A: Monthly Base Images Fee: District-wide, all-inclusive MONOCHROME cost per copy price for Digital copiers based on guaranteeing a minimum of 4,000,000 total copies annually over an initial 5-year lease term.	
Base Bid B: Monthly Base Images Fee: District-wide, all-inclusive COLOR cost per copy price for Digital copiers based on guaranteeing a minimum of 240,000 total copies annually over an initial 5-year lease term	
Base Bid C: Monthly Management Fee: Cost per year to provide Vendor staffed personnel as per section 7.0 of the RFP.	

Base Bid D: MONOCHROME cost per copy price for numbers more than 4,000,000 in a year.	
Base Bid E: COLOR cost per copy price for numbers more than 240,000 in a year.	

Base Bid F: Monthly copier lease fee:

Current Model	Proposal Equivalent Model	Quantity	Yearly Amount Per Unit
Ricoh MP3353		14	
Ricoh C3003		12	
Ricoh MP9002		1	
Ricoh MP7502		1	
Ricoh MP5503		1	

**Per section 3.0 of the RFP*

COMPANY: _____

EXHIBIT B-2
NEW HOPE-SOLEBURY SCHOOL DISTRICT
DIGITAL COPIERS AND PRINT MANAGEMENT SERVICES
PROPOSAL RESPONSE SHEET

The cost of each enhancement included on Exhibit B-1 Proposal Response Sheet

[illegible]

COMPANY: _____

EXHIBIT B-3
NEW HOPE-SOLEBURY SCHOOL DISTRICT
DIGITAL COPIERS AND PRINT MANAGEMENT SERVICES
PROPOSAL RESPONSE SHEET – SPECIFICATIONS OF PROPOSED EQUIPMENT
*******Please submit for each Model Proposed*******

SPECIFICATIONS/FEATURES (USE BLANK SPACES TO LIST OTHER FEATURES)	MODEL (SPECIFICATION ENTER A NUMBER/FEATURE A YES OR NO RESPONSE)			
YEAR MODEL INTRODUCED				
MAXIMUM COPIES PER MONTH				
FIRST COPY SPEED (SECONDS)				
COPIES PER MINUTE				
NUMBER OF PAPER DRAWS				
PAPER CAPACITY (EACH DRAW)				
MINIMUM PAPER SIZE				
MAXIMUM PAPER SIZE				
MINIMUM PAPER WEIGHT				
MAXIMIM PAPER WEIGHT				
PAPER BYPASS CAPABILITY				
AUTOMATIC DUPLEXING				
SORTER (NUMBER OF BINS)				
DOCUMENT HANDLER				
DOCUMENT HANDLER CAPACITY				
TABLE TOP OR CABINET (SPECIFY)				
STAPLER				
ID ACCESS (REQUIRED)				
NETWORK CAPABILITY				
FAX ENABLED				

EXHIBIT C
NEW HOPE-SOLEBURY SCHOOL DISTRICT
DIGITAL COPIERS AND PRINT MANAGEMENT SERVICES
CHECKLIST

AN ORIGINAL AND 4 COPIES OF:

- () COMPLETED REFERENCES & VENDOR INFO – EXHIBIT A
- () Designation and Confidential & Proprietary Info List – If Applicable
- () Installation & Training Plan for week of 07/22/2019.
- () Plan for Upgrades and downgrades for under/over utilized units.
- () COMPLETED PROPOSAL RESPONSE SHEETS
 - Base Proposal – Exhibit B-1
 - Enhancements – Exhibit B-2
 - Proposed Model Specification – Exhibit B-3
 - Vendor Staffed Copy Center Option Offer
- () SAMPLE LEASE AGREEMENT
- () SAMPLE MONTHLY INVOICE
- () COPY OF YOUR MOST RECENT DUN & BRADSTREET CREDIT REPORT
- () COMPLETED NON-COLLUSION AFFIDAVIT

**NON-COLLUSION AFFIDAVIT
DIGITAL COPIERS AND PRINT MANAGEMENT SERVICES
REQUEST FOR PROPOSAL**

State of _____

Contract/RFP No _____

County of _____ :

I state that I am _____ of _____
(Title) (Name of my firm)

And that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this RFP.

I state that:

- (1) The price(s) and amounts of this RFP have been arrived at independently and without consultation, communication or agreement with any other contractor, propose or potential proposer.
- (2) Neither the price(s) nor the amount of this RFP, and neither the approximate price(s) nor the approximate amount of this RFP, have been disclosed to any other firm or person who is a proposer or potential proposer, and they will not be disclosed before the RFP opening.
- (3) Above representation are material and important, and will be relied on by the New Hope-Solebury School District Board of Directors when awarding the items for which this RFP is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment
- (4) No attempt has been made or will be made to induce any firm or person to refrain from proposing on this RFP, or to submit an proposal higher than this proposal, or to submit an intentionally high or noncompetitive proposal or other form of complementary proposal.
- (5) The Proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
- (6) _____, its affiliates, subsidiaries, officers, directors and employees are not
(Name of my firm)
currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract except as follows:

(Indicate "none" if applicable)

I state that _____ understands and acknowledges that the
(Name of my firm)

Above representation are material and important and will be relied on by the New Hope-Solebury School District Board of Directors when awarding the items for which this RFP is submitted. I understand, and my firm understands, that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the New Hope-Solebury School District Board of Directors, of the true facts related to the submission of proposals for this contract.

(Print Name of Authorized Person and Company Position)

Signature of Authorized Person

Sworn to and subscribed before me this _____ day of _____, 20____

Notary Public

My commission Expires _____

New Hope-Solebury School Authority

Recommendation to Terminate

Background – At some point, many years ago, the District created the New Hope-Solebury School Authority as the vehicle by which it borrowed money for capital projects as school districts were not authorized to issue debt. For a time, the Authority held title to the District's real estate. Following Pennsylvania's enactment of the Local Government Unit Debt Act, which enabled the School District to issue bonds in its own name, the Authority conveyed the District's real estate back to the District. Records indicate that the last maturity date for Authority issued debt was October 1, 1991 and the Authority has been inactive since that time. This has been researched and confirmed with our District solicitor.

Recommendation - Each year the District is required to file a report with the Pennsylvania Department of Community and Economic Development (DCED) for the New Hope-Solebury School District Authority. This entity is no longer in existence so the annual report is simply filed as inactive. In lieu of perpetually filling this report the recommendation is to formally terminate the existence of this authority. The District Solicitor has prepared the included termination resolution, certificate and notices to complete the process to terminate the Authority.

**RESOLUTION OF NEW HOPE-SOLEBURY SCHOOL DISTRICT
APPROVING CERTIFICATE TO TERMINATE
NEW HOPE-SOLEBURY SCHOOL AUTHORITY
BUCKS COUNTY, PENNSYLVANIA**

WHEREAS, the New Hope-Solebury School District (the "District"), pursuant to Articles of Incorporation dated August 10, 1965, incorporated the New Hope-Solebury School Authority (the "Authority") for the purpose of acquiring, holding, constructing, improving, maintaining, operating and leasing the public school buildings and other school projects (the "School Projects") under and pursuant to the Municipality Authorities Act, 53 Pa.C.S.A. § 5601 *et seq.*;

WHEREAS, the Authority has been inactive for many years and no longer owns title to any real estate, having conveyed all real estate formerly titled in its name back to the District by Deed dated November 18, 1996 in Land Record Book 1317, page 1926, a true and correct copy of which is attached hereto as Exhibit "A";

WHEREAS, the Authority has no other debts, liabilities, obligations or assets of any kind;

WHEREAS, the Authority has submitted to the District a certificate requesting termination of the existence of the Authority under and pursuant to 53 Pa. C.S.A. § 5619 – Termination of Authority.

NOW, THEREFORE, BE IT RESOLVED, this _____ day of _____, 2019, as follows:

The Board of School Directors of the New Hope-Solebury School District hereby approves the certificate submitted by the New Hope-Solebury School Authority requesting termination of its existence pursuant to 53 Pa. C.S.A. § 5619, and authorizes and directs the representatives of the District and the Authority to take all necessary and appropriate steps to effectuate such termination.

ADOPTED as a Resolution by unanimous vote of the Board of School Directors of New Hope-Solebury School District, Bucks County, Pennsylvania, at a duly advertised regular meeting of the Board, on this _____ day of _____, 2019.

ATTEST:

NEW HOPE-SOLEBURY
SCHOOL DISTRICT:

Andrew Lechman, Secretary

By:

Deirdre Alderfer, President, Board of
School Directors

I, the undersigned officer of the New Hope-Solebury School District (the "District"), DO HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution duly adopted by the Board of School Directors of the District at a duly advertised regular public meeting of the Board held the _____ day of _____, 2019, at which meeting a quorum was present and voting, and is now in full force and effect on the date of this certification.

Date

Secretary

**CERTIFICATE OF TERMINATION OF
NEW HOPE-SOLEBURY SCHOOL AUTHORITY**

TO THE SECRETARY OF THE COMMONWEALTH OF PENNSYLVANIA:

In compliance with the Municipality Authorities Act, 53 Pa.C.S.A. § 5619, the New Hope-Solebury School Authority (the "Authority") certifies as follows:

1. The Authority has been inactive for many years and no longer owns title to any real estate, having conveyed all real estate formerly titled in its name back to the New Hope-Solebury School District by Deed dated November 18, 1996 in Land Record Book 1317, page 1926.

2. The Authority has no other debts, liabilities, obligations or assets of any kind.

3. The Authority wishes to terminate its existence and has requested that the Board of School Directors of the New Hope-Solebury School District terminate the Authority's existence.

4. Such termination has been approved by resolution of the Board of School Directors of the New Hope-Solebury School District, and the resolution approving such termination is attached to this certificate.

5. The Authority's existence shall terminate on the last to occur of the filing of this certificate with the Secretary of the Commonwealth and the recording of the filed copy of this certificate with the Recorder of Deeds of Bucks County, Pennsylvania, in accordance with 53 Pa. C.S.A. § 5619.

Executed on behalf of the Authority on the _____ day of _____,
2019.

NEW HOPE-SOLEBURY SCHOOL AUTHORITY:

By: _____

Projected Schedule of Capital Projects

Summer 2019

Project	Location	Estimated Cost General Fund	Estimated Cost Capital Reserve Fund	Notes
Signage - First State	District Wide		20,000	
ADA Parking and Signage	District Wide		5,200	Potential for reduced cost by completing in house
Air Conditioner Computer Room	UES	4,473		Potential for reduced cost by completing in house
Gutter and Downspouts	UES & HS	3,013		we have extra unit from deleted construction project
Repair/Repaint Brickwork	HS		4,858	
Remove ACM Material	HS			Cost unknown - Get Quotes
Replace VCT Material	HS			Cost unknown - Get Quotes
Replace Carpet in Library	MS		108,900	
Replace - Backflow Prevention	UES		15,345	
Painting	District Wide	50,000		Define areas - Get Quotes
Window Replacement	HS & District Office		127,956	
Totals		57,486	282,259	

New Hope - Solebury School District
2018 - 2019 Fiscal Dashboard - Current
February 28, 2019

	15-16	16-17	17-18	17-18	17-18	18-19	18-19	18-19	18-19	Projection
	Actual	Actual	Actual	YTD	YTD %	Budget	YTD	YTD %	Projection	Variance to Budget
Beginning Uncommitted Fund Balance	5,131,939	4,072,021	3,268,811			5,390,233				
Committed Fund Balance - PSERS	1,200,000	700,000	700,000			700,000				
Committed Fund Balance - CAPITAL PROJECTS	-	-	1,760,000			1,760,000				
Total Beginning Fund Balance - July 1st	6,331,939	4,772,021	5,728,811			7,850,233				
Revenues										
Local Revenue										
Real Estate Taxes	25,419,912	26,875,862	27,953,969	27,932,252	100%	28,662,487	28,567,628	100%	28,567,628	(94,859)
Delinquent Tax	743,248	522,749	846,216	329,067	55%	525,000	369,174	70%	525,000	(0)
Transfer Tax	943,076	917,066	938,494	532,128	70%	760,000	718,421	95%	968,421	208,421
Earned Income Tax	3,749,681	4,203,127	4,178,758	2,014,429	54%	3,750,000	2,204,893	59%	3,750,000	0
Other Local Revenue	442,132	478,925	717,112	277,552	66%	494,067	426,313	86%	761,313	267,246
State Revenue - General	2,751,291	3,071,603	2,976,877	1,763,987	62%	2,754,874	1,911,280	69%	2,809,288	54,414
State Revenue - Retirement/FICA Subsidy	2,951,515	3,266,250	3,388,608	659,021	18%	3,734,496	646,260	17%	3,621,109	(113,387)
Federal Revenue	88,318	146,310	86,906	38,236	17%	373,899	3,082	1%	221,447	(152,452)
Total Revenue	37,089,173	39,481,892	41,086,940	33,546,673	84%	41,054,823	34,847,052	85%	41,224,207	169,384
Expenditures										
Salaries and Wages	18,033,385	18,000,582	17,563,773	9,493,688	52%	18,367,472	9,523,014	52%	18,073,234	(294,238)
Benefits & Taxes	9,874,902	10,413,019	10,601,915	5,640,501	51%	11,493,861	5,819,187	51%	11,207,668	(286,193)
Professional Services	2,043,782	2,084,760	1,955,245	1,022,936	50%	2,389,796	1,274,016	53%	2,060,310	(329,486)
Property Services	723,598	832,545	302,106	151,242	43%	392,525	236,774	60%	349,806	(42,719)
Purchased Services	2,948,775	3,144,494	3,009,914	1,639,259	48%	3,159,875	1,666,447	53%	3,018,938	(140,937)
Supplies, Books, Software and Fuel	800,642	688,629	1,519,813	980,545	56%	1,548,795	687,563	44%	1,281,029	(267,766)
Equipment	117,641	173,350	144,993	77,362	45%	421,875	153,289	36%	224,962	(196,913)
Interest, Fees, and Dues	669,993	820,756	1,077,759	995,195	91%	1,144,124	1,061,762	93%	1,133,662	(10,462)
Principal and Transfers	3,176,373	2,626,967	2,790,000	1,500,000	70%	2,136,500	1,100,000	51%	1,985,000	(151,500)
Total Expenses	38,389,091	38,785,102	38,965,518	21,500,728	53%	41,054,823	21,522,052	52%	39,334,608	(1,720,215)
ACTIVITY FOR YEAR	(1,299,918)	696,790	2,121,422			-			1,889,599	
Transfer to Capital Reserve						2,121,422				
PROJECTED ENDING UNCOMMITTED FUND BALANCE	4,332,021	4,768,811	5,390,233			3,268,811				
Fund Balance Percentage of Expenditures	11.28%	12.30%	13.83%			7.96%				
PSERS Committed Fund Balance	700,000	700,000	700,000			700,000				
Capital Projects Fund Balance		260,000	1,760,000			1,760,000				
TOTAL ENDING COMMITTED FUND BALANCE	700,000	960,000	2,460,000			2,460,000				
TOTAL ENDING FUND BALANCE - JUNE 30TH	5,032,021	5,728,811	7,850,233			5,728,811				

Fiscal Dashboard - 2018-2019 Highlights

Revenue - Overall trending in line with prior year - 85% received which is an increase of approximately \$1.3M

- Real Estate Tax collections are higher by \$630k due to increased tax rate.
- EIT Trending ahead by \$190,000 - Keystone Tax Collectors has confirmed projection for the year around \$3.8M
- Transfer Tax: 18-19 YTD is exceeding prior year actual by \$185,000 due to continued strength in the housing market.
- Delinquent Tax collection is increased by \$40,000 from strong collections in February (\$200k)
- Tax liens reported to county in January increased by \$150,000 as compared to the prior year.
- Interest Income is increased by \$190,000

Expenditures - Overall trending lower than prior year 52% used down from 53%

- Salaries are increased by \$30,000 from prior year - Contractual increases
- Benefits are increased by \$180,000 from prior year - Primarily due to PSERS
- Buck County IU costs are increased by \$190,000 due to high dollar student added to current year billing.
- Supplies Technology is decreased by \$300,000 - Prior year included the purchase of the HS/MS 1:1 devices in July
- Equipment is increased by \$75,000 due to timing of equipment purchases.
- Debt Service is lower by \$340,000 due to timing of payments.

Projections - Expenditures are approximately \$1.7M under budget of which approximately \$700k is planned:

- \$243,000 - Capital Reserve, \$150,000 - 1:1 Device Purchase, \$150,000 - Special Education Unknown, \$150,000 Budgetary Reserve

New Hope-Solebury School District
General Fund - Treasurer's Report
2/28/2019

Beginning Cash Balance		21,785,523
Receipts		
Local General Fund Receipts		
Real Estate Taxes	-	
Interim Real Estate Taxes	18,657	
Delinquent Real Estate Taxes	200,906	
Transfer Tax	57,717	
EIT	481,686	
Interest Earnings	46,029	
IDEA Pass Through Funds	-	
Event Admissions	1,010	
Facility Use Fees	4,525	
Donations	-	
IU Hope / Classroom Fair Share	-	
Returned Checks	-	
Other	2,098	
Total Local General Fund Receipts	812,628	
State General Fund Receipts		
Basic Education	149,565	
Special Education	-	
Basic Education - IU General Fund Deduction	-	
Transportation	-	
PLANCON	-	
Health Services	-	
Act 44 - Safety and Security Grant	-	
Ready to Learn Grant	-	
School Lunch	8,345	
Social Security Subsidy	145,063	
PSERS Subsidy	(2,817)	
Total State General Fund Receipts	300,156	
Federal General Fund Receipts		
Title I	-	
Title II	-	
Title IV	-	
SBAP - Access	241	
Total Federal General Fund Receipts	241	
Other Receipts		
Offsets to Expenditures	24,217	
Refund Prior Year Expense	5,017	
Insurance Recoveries	-	
Food Service - (Due To) / Due From	12,931	
Construction Fund - NH Boro Escrow	-	
Student Activity Fund - Fundraiser	-	
Total Other Receipts	42,165	
Total Receipts		1,155,190
Total Beginning Cash Balance and Receipts		22,940,714

Carried to next page

**New Hope-Solebury School District
General Fund - Treasurer's Report
2/28/2019**

Total Beginning Cash Balance and Receipts		22,940,714
from previous page		
Disbursements		
Checks		
Checks approved at Board Meeting	596,844	
Check Run - February 4	111,245	
Check Run - February 28	1,873	
Check Run - February		
Check Run - February		
Check Run - February		
Check Run - January Property Tax Refund		
Void Checks	-	
Total Checks		709,962
Electronic Payments		
Health Benefits	302,991	
Dental Benefits	40,542	
PSERS - Employer	-	
PSERS - Employee	-	
PA Unemployment	-	
Easy Procure Card	3,554	
S4Teachers	24,758	
Tax Commissions	13,362	
Transfers to Food Service Fund	-	
Transfer to Construction Fund - NH Escrow	-	
Transfer to Capital Reserve Fund	-	
Transfer to Student Activity Fund	-	
Total Electronic Payments		385,206
Payroll Transfers to ADP		1,350,231
Total Disbursements		2,445,399
Ending Cash Balance		20,495,314
Bank Account Balances		
PSDLAF - Operating Fund	2,086,042	
PSDLAF - Investments	18,000,000	
PLGIT - Investment	175,574	
PA Invest - Investment	233,698	
Total Bank Account Balances		20,495,314
Variance		0

**New Hope-Solebury School District
Construction Fund - Treasurer's Report
2/28/2019**

Beginning Cash Balance	354,722.35
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Receipts

Interest Earnings	660.41	
NH Boro Escrow - Reimburse	-	
Total Receipts		660.41

Disbursements

Check Run - Feb 21	827.00
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Total Disbursements	827.00
----------------------------	---------------

Ending Cash Balance	354,555.76
----------------------------	-------------------

Bank Account Balances

PSDLAF - GOB 2014	50.45
PLGIT - GOB 2015	-
PLGIT - GOB 2016	-
PLGIT - GOB 2017	355,332.31
Total Bank Account Balances	355,382.76

GL to Bank Stmt Balance	(827.00)
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Outstanding Checks	827.00
--------------------	--------

Variance	(0.00)
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**New Hope-Solebury School District
Capital Reserve Fund - Treasurer's Report
2/28/2019**

Beginning Cash Balance	2,892,288.15
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Receipts

Interest Earnings	1,723.98	
Transfer In from General Fund	-	
Total Receipts		1,723.98

Disbursements

-

Total Disbursements	-
---------------------	---

Ending Cash Balance	2,894,012.13
----------------------------	---------------------

Bank Account Balances

PSDLAF	2,894,012.13
--------	--------------

Total Bank Account Balances	2,894,012.13
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-

NEW HOPE-SOLEBURY SCHOOL DISTRICT
HIGH SCHOOL & MIDDLE SCHOOL ADDITIONS AND RENOVATIONS
SUMMARY
March 21, 2019

Total Project Budget **28,500,000**

Contracts

GC	Skepton Construction, Inc.	12,975,000
MC	The Farfield Company	5,691,000
EC	Boro Construction	3,810,000
PC	Stan-Roch	800,000
AA	Sargent Enterprises, Inc.	88,000
	Contracts Total	23,364,000

Change Orders

GC	Skepton Construction, Inc.	186,017
MC	The Farfield Company	30,227
EC	Boro Construction	425,449
PC	Stan-Roch	7,071
AA	Sargent Enterprises, Inc.	144,328
	Changer Order Total	793,093

Pending Change Orders

GC	Skepton Construction, Inc.	-
MC	The Farfield Company	-
EC	Boro Construction	-
PC	Stan-Roch	-
AA	Sargent Enterprises, Inc.	-
	Pending Change Order Total	-
	Total Contract & Change Orders	24,157,093

PROJECT SOFT COSTS

Architect Fee	1,502,140	
Credit \$11,500 for MS PCO-048 (Fire Dampers)	(11,500)	GKO
GKO - Printing Fees	36,308	
GKO - Traffic Study	35,687	
RPE Fee	846,490	
Project Financing	357,330	
Builder's Risk Insurance	75,042	
Legal Fees (Borough Escrow Solicitor & Engineer)	175,238	
Permits/Approvals/Utilities	289,020	
Legal Fees - District Solicitor	40,884	
Construction Testing	47,428	
Additional Soil Testing	6,200	
HVAC TAB & Commission Verification	152,770	* This is NTE amount. Following up on
Environmental Testing & consulting	55,968	outstanding invoices and if there
Indoor air quality monitoring	38,120	is any remaining work.
Furniture and Equipment	272,849	
Telephone System	115,205	
CCTV - Security Camera's	47,590	
Other Items (PECO, Verizon, Boiler, Fire Alarm, etc)	94,735	
Completed work - Auditorium	411,100	
Interest Earned on Project Funds	(200,000)	
Total Project Soft Costs	4,388,604	^ Adjusted all amount to actual paid
Original Contingency	936,845	assuming there are no outstanding
Remaining Contingency	(45,696)	invoices
Remaining MC Allowances	-	
Remaining EAC Allowances	80	
Total Remaining Contingency and Allowances	(45,616)	^
Prior Month Contingency	(53,815)	

Budget Transfer - Summary Sheet
March 28, 2018 - Board Meeting

Transfer From	Account	Object	Object Description	Amount	Transfer To	Account	Object	Object Description	Amount	Reason
Existing Building Improvements	104600000000000003	390	Contracted Service	\$ 20,000.00	Operations	102620000000000003	430	Maintenance	\$ 20,000.00	Maintenance budget reduced to 11,500. Need funds available to complete any needed maintenance for remainder of year. Will make transfer recommendations on a monthly basis as needed.
Budgetary Reserve	105900000000000007	940	Budgetary Reserve	\$ 19,000.00	Athletics	103250300000000005	752	Capital Equipment	\$ 19,000.00	Replacement of indoor batting cage that could not be replaced after construction - Recommended by Facility Committee
Budgetary Reserve	105900000000000007	940	Budgetary Reserve	\$ 7,000.00	Athletics	103250300000000005	610	Supplies	\$ 7,000.00	Replacement of athletic banners in high school gym - Recommended by Facility Committee
Curriculum	102260000000000004	640	Books	\$ 7,000.00	Curriculum	102260000000000004	610	Supplies	\$ 7,000.00	Funds needed for Project Based Learning
Social Worker	102160000000000001	640	Books	\$ 40.00	Social Worker	102160000000000001	810	Dues & Fees	\$ 40.00	Supplies for Chemistry new curriculum. Social Worker License cost increase
LES PE/Health	10111010000140000	650	Technology Supplies	\$ 80.00	LES	101110100000000000	650	Technology Supplies	\$ 80.00	To obtain access to Smore license in order to improve communication with our parents/guardians

Business Administrator Signature _____

_____ Date

New Hope - Solebury School District
2018 - 2019 Fiscal Dashboard - Future Projections
February 28, 2019

	19-20		20-21	21-22	22-23
	Preliminary		Projection	Projection	Projection
Beginning Uncommitted Fund Balance	3,268,811		3,172,801	2,605,585	1,521,327
Committed Fund Balance - PSERS	700,000		700,000	700,000	700,000
Committed Fund Balance - CAPITAL PROJECTS	1,760,000		1,760,000	1,760,000	1,760,000
Total Beginning Fund Balance - July 1st	5,728,811		5,632,801	5,065,585	3,981,327

Revenues

Local Revenue					
Real Estate Taxes	29,544,561	882,074	30,133,403	30,749,323	31,377,561
Delinquent Tax	525,000	0	525,000	525,000	525,000
Transfer Tax	760,000	0	760,000	760,000	760,000
Earned Income Tax	3,750,000	0	3,750,000	3,750,000	3,750,000
Other Local Revenue	541,567	47,500	541,567	541,567	541,567
State Revenue - General	2,787,824	32,950	2,787,824	2,787,824	2,787,824
State Revenue - Retirement/FICA Subsidy	3,903,375	168,879	4,078,145	4,240,360	4,432,069
Federal Revenue	421,950	48,051	217,819	217,819	217,819
Total Revenue	42,234,276	1,179,453	42,793,758	43,571,893	44,391,840

Expenditures

Salaries and Wages	18,775,301	407,829	19,340,576	19,909,622	20,495,741
Benefits & Taxes	12,006,264	512,403	12,621,589	13,193,991	13,846,866
Professional Services	2,558,675	168,879	2,555,675	2,555,675	2,555,675
Property Services and Utilities	417,472	24,947	417,472	417,472	417,472
Purchased Services	3,136,533	(23,342)	3,141,731	3,147,084	3,152,598
Supplies, Books, Software and Fuel	1,733,930	185,135	1,580,748	1,733,547	1,580,457
Equipment	407,368	(14,507)	407,368	407,368	407,368
Interest, Fees, and Dues	1,113,242	(30,882)	1,043,266	990,516	940,667
Principal and Transfers	2,181,500	45,000	2,252,550	2,300,874	2,350,310
Total Expenses	42,330,285	1,275,462	43,360,974	44,656,150	45,747,154

ACTIVITY FOR YEAR	(96,010)	(567,217)	(1,084,258)	(1,355,315)
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PROJECTED ENDING UNCOMMITTED FUND BALANCE	3,172,801	2,605,585	1,521,327	166,013
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Fund Balance Percentage of Expenditures	7.50%	6.01%	3.41%	0.36%
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PSERS Committed Fund Balance	700,000	700,000	700,000	700,000
Capital Projects Fund Balance	1,760,000	1,760,000	1,760,000	1,760,000
TOTAL ENDING COMMITTED FUND BALANCE	2,460,000	2,460,000	2,460,000	2,460,000

TOTAL ENDING FUND BALANCE - JUNE 30TH	5,632,801	5,065,585	3,981,327	2,626,013
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Assumptions

Revenue

- Property Tax Revenues
 - 19-20 currently has a placeholder of 2.75% which is 2.3% for the Act 1 Index plus estimated exceptions
 - Tax increase in the projections remains at 2.0%
- State - Education subsidy amount adjusted to reflect current state subsidy amount per 18-19 approved budget
 - Retirement/FICA subsidy increase with Expenditure increases
- All other Revenue items remain flat

Expenditures

- Salary increases based on actual Act 93, NHSEA and Support Staff contracts.
- Payroll Benefits - based on actual Act 93, NHSEA and Support Staff salaries.
- Medical - 7% increase in 19-20 (Medical Benefits first look) and 7% increase beyond.
- Retirement - Increase based on PSERS schedule released December 2018
- Insurance - Increase 3% per year
- Debt Service - Matches current debt service schedule projections

**NEW HOPE-SOLEBURY SCHOOL DISTRICT
RECONCILIATION OF BUDGET DEFICIT
2019 - 2020**

Mar 21

Preliminary Budget Deficit based on 0% Increase	922,124
Revenue Increases / (Decreases)	
Tax Increase to 2.3%	692,446
Exceptions - Additional Tax Increase - .45% (Total 2.75%)	135,486
State Subsidy - Flat to 18-19 (State budget unknown)	-
PSERS/SS Subsidy Reduction - Salary Reductions	5,136
Interest Income	-
Federal - Access	200,000
Other Local Revenue	-
Total Revenue Increases	1,033,068
Net Deficit/(Surplus) After Revenue Increases	(110,944)
Expense Reductions / (Increases)	
Salary	(24,776)
Salary - Staffing / Column Movements	
Benefits Rate - 2nd Look - Unchanged at 7% Increase	
Benefits Rate - Based on Final Renewal Rates: April	
Benefits Changes - New Employees/Life Events	(48,051)
Benefits Changes - Open Enrollment	
Dental Renewal Rate - April	
Special Education - IU Costs	(107,000)
Special Education - New High Cost Student	(115,000)
MBIT Current Version of Budget	15,000
Charter School - Reduction of 1	24,000
Capital Reserve/Improvements	
Building/Department Budgets	48,874
Other	
Total Expense Reductions	(206,953)
Net Deficit/(Surplus) After Expense Reductions	96,009