



2018-2019

Budget Calendar and Guide

**2018-2019
BUDGET CALENDAR AND GUIDE**

TABLE OF CONTENTS

2018-19 BUDGET CALENDAR.....	1
2018-19 BUDGET ASSUMPTIONS	4
2018-19 BUDGET GUIDE	5
I. BASIC GUIDELINES.....	5
II. PREPARING BUDGET REQUESTS.....	6
III. CAPITAL OUTLAY BUDGET.....	6
CAPITAL OUTLAY REQUESTS	6
IV. FUNCTIONS FOR BUDGET LEVELS.....	7
V. BID/FORMAL QUOTE CALENDAR.....	14

2018-19 Budget Calendar

July:

- Final payroll for 16-17 completed
- 17-18 Final Budget approved by Board of Ed

August:

- 18-19 Budget Calendar approved by Board of Education
- Complete 16-17 State Report
- Close 16-17 books
- Provide staff update at Administrative retreat

September through December:

- Verify existing FTEs with Payroll account numbers
- Building Administration meet with Facility Manager and Buildings and Grounds Manager on capital project requests
- Student count reported to State of SD
- Reconcile student count to State Aid in 17-18 budget
- Independent audit conducted
- Superintendent and Business Manager meet with Budget Authority. Could include BOE members at this point.
- Board Committees meet
- 17-18 Audit results presented to BOE
- Capital projects design – 2 years out and programming begins
- Capital project list for summer finalized
- School start date approved

January through February:

- Legislative session begins
- Capital outlay equipment requests are submitted
- Fiscal implications of negotiation items are calculated
- Negotiation items are approved by BOE.

March through April:

- 18-19 Expense budget entry completed
- Review expenditure budgets with budget authority
- Forecasting begins for Health Insurance premium changes
- BOE receives estimate for health, dental, and life insurance premium changes
- Meeting with Title I principals to discuss 18-19 budget
- Perkins budget meetings begin
- Revenue budget is finalized
- Revenue budget entered
- Proposed budget prepared
- Capital Outlay allocations finalized
- Capital Project bids completed and opened

May:

- Budgeted expenditures are updated as groups finalize negotiations
- BOE votes on proposed budget (First regular meeting in May)
- Summer capital projects bids approved (First regular meeting in May)
- Federal allocation estimates obtained from state

June:

- Reconcile Federal Title, IDEA and Perkins allocations if available
- Consolidated application submitted to State
- Perkins budgets submitted to State
- 18-19 Final Budget prepared

July through August:

- Final Budget voted on by BOE (annual meeting)
- 19-20 Budget Calendar approved by BOE

September:

- Levies sent to County Auditor

2018-19 Budget Assumptions

Budget assumptions are the ultimate priorities that must be reflected in the budget. The Board of Education establishes these assumptions. While they are subject to change from year to year they should be the bar to measure any request by for the budget year being worked on. The following are the assumptions to be used for the 18-19 fiscal year.

1. Guiding principles
 - a. Put student outcomes first.
 - b. Invest in what works.
 - c. Do more with less.
 - d. Avoid short sighted cost cutting.
 - e. Work collaboratively with stakeholders.
2. A minimum of 12% of General Fund budgeted expenditures will be maintained in the General Fund as a Fund Balance.
3. The budget should allow for planned compensation and benefit policy.
4. The budget will reflect the priorities as established through the RCAS strategic plan
5. The Capital Outlay budget will support district priorities and policies as established by the Board of Education and South Dakota Codified Law.
6. The Post Secondary budget will be structured to advance the goals of the Western Dakota Tech strategic plan.
7. District tax dollars will not be used to support the Western Dakota Tech budget.
8. The Special Education budget will be structured to advance the development of special needs students in the district.
9. The General Fund will be used to support the Special Education Fund if necessary.
10. The Food Service Fund will operate at a minimum of breakeven; it may also realize a profit.
11. The Pension Fund budget will be supported by the General Fund till it expires in 2020 to fund district negotiated pension and severance benefits.
12. The Health Insurance budget will be supported by the General Fund if necessary.
13. New construction of facilities will be accomplished with community support through a bond election.

2018-19 Budget Guide

MISSION STATEMENT / RAPID CITY AREA SCHOOLS

District Code: ADA*

The mission of the Rapid City Area Schools is to provide all students equal access to an excellent educational program, as defined by our Educational Philosophy and by our Instructional Standards.

I. BASIC GUIDELINES

1. Inflation Assumptions

For the purpose of this budgetary process, assume that supplies, materials, travel and equipment will cost 2% more in the coming year than they did this year.

2. Salary Data

The first draft of the budget will not include salary adjustments. For estimating the cost of adding new teaching positions, use \$50,000. Fringe benefits are in addition to the salary adjustments. **BE SURE TO RECONCILE YOUR FTE COUNT.**

3. Beginning the Process

- a. Budget Software Updates will be provided. Each Executive Team Member will need to :
 - Determine the existing FTE count by function.
 - Determine any additional needed FTE for expansion or enhancement requests.
 - Submit expansion or enhancement requests to the superintendent, assistant superintendent and business manager on excel spreadsheet. Provide position title, funding source, description of need for expansion or proposed enhancement.
 - Determine the effect of any proposed reductions to the current FTE counts.
- b. FTE must be reconciled prior to submitting them to HR. Determine that the staff are being paid out of the correct account numbers.
- c. There is a list of functions and budget authority included in the 17-18 Budget, expenses have to be incurred to be considered for the 2018-19 Budget. Any proposed new initiatives must be listed under expansion or enhancement on the budget. If you have any new additional functions, contact the Business Office for a function number.

II. PREPARING BUDGET REQUESTS

Budget Requests will be submitted by function on excel to the business office. Approved requests will be uploaded into skyward by the business office.

III. CAPITAL OUTLAY BUDGET

1. Capital Outlay Equipment Requests

All requests for Capital Outlay funding must use the electronic form "2018-19 Request for Capital Outlay Funding". All information on this form must be completed for each item or that item will not be considered. Instructions are online at: rcas.org-Administration-Fiscal & Support Services-Fiscal Operations-Budget.

The key elements of determining Capital Outlay Requests are (1) how it relates to a building or a district plan and (2) whether all parties have been involved. The form carries spaces for the Requesting Teacher, Principal/Supervisor/Coordinator, and/or the Assistant Superintendent to sign off before the request can be considered.

2. Forms - Instructions on webpage

3. Capital Projects Requests

The Facility Mangers office maintains a comprehensive list of proposed capital projects. The list is added to every year as building administration makes various request. It is reduced by the projects completed. Projects are approved based on 1) funds available, 2) building preservation, 3) student and staff safety, 4) building program.

IV. 2018-19 FUNCTIONS FOR BUDGET LEVELS

Function	Budget Authority
Instructional - Regular Programs	
Elementary Instruction	1111 Seebaum/Janak
District-Wide Elementary	1119 TBA/Seebaum/Janak
Middle School Instruction	1121 Seebaum/Janak
Suspension	1124 Seebaum/Janak
Senior High Instruction	1131 Seebaum/Janak
Summer School	1132 Gillespie/Seebaum/Janak
Juvenile Services Center	1134 Janak
Preschool Services (54)	1140 Gaden/Seebaum/Janak
Classroom Innovation Grant	1189 Gillespie/Seebaum/Janak
Homebound	1191 Gaden/Seebaum/Janak
Perkins Grant	1192 Miller Kincart/Seebaum/Janak
Career Clusters	1195 Miller Kincart/Seebaum/Janak
Rapid City Foundation	1196 Gillespie/Seebaum/Janak
Partnership Rapid City	1197 Miller Kincart/Seebaum/Janak
Reimburseables	1198 Gillespie/Seebaum/Janak
Instructional - Special Programs	
Academically Gifted	1211 Miller Kincart/Seebaum/Janak
Prog for Students with Mild to Moderate Disabilities	1221 Gaden/Seebaum/Janak
Prog for Students with Severe Disabilities	1222 Gaden/Seebaum/Janak
Summer School Programs - Severe Disabilities	1222 Gaden/Seebaum/Janak
Day Programs	1223 Gaden/Seebaum/Janak
Residential Programs	1224 Gaden/Seebaum/Janak
Early Childhood Programs (3-5)	1226 Gaden/Seebaum/Janak
Prolonged Assistance Programs (0-2)	1227 Gaden/Seebaum/Janak
Indian Education (Local Effort)	1251 Pierce/Gillespie/Seebaum/Janak
Title VI Indian Education Act	1252 Pierce/Gillespie/Seebaum/Janak
ESL/English as Second Language	1256 Gaden/Seebaum/Janak
School Improvement Grant (SIG)	1271 Gillespie/Seebaum/Janak
Focus Funds - 1003(a)	1272 Gillespie/Seebaum/Janak
Title I - General School Wide	1273 Gillespie/Seebaum/Janak
Homeless Grant - McKinney Vento	1276 Swigart/Gillespie/Seebaum/Janak
Title ID - JSC Program	1278 Swigart/Gillespie/Seebaum/Janak
Title I - Homeless Set Aside	1284 Swigart/Gillespie/Seebaum/Janak
JAG Program	1286 Gillespie/Seebaum/Janak
Title I - Focus Set Aside	1287 Gillespie/Seebaum/Janak
Rehabilitation Act - PLec 504	1295 Gaden/Seebaum/Janak
Instructional - Occupational Programs (Fund 23 only)	

Accounting	1541	Bolman/Watland
Library Technician	1542	Bolman/Watland
Business Marketing & Marketing Management	1544	Bolman/Watland
Computer Science	1548	Bolman/Watland
Disabilities Services Technician	1581	Bolman/Watland
Pharmacy Technician	1583	Bolman/Watland
Paramedic Program	1584	Bolman/Watland
Medical Lab Technology	1585	Bolman/Watland
Surgical Technician	1586	Bolman/Watland
Dental Assistant	1587	Bolman/Watland
Medical Simulation Center	1588	Bolman/Watland
Phlebotomy Technician	1589	Bolman/Watland
Medical Assisting	1592	Bolman/Watland
Practical Nursing	1594	Bolman/Watland
Health Information Management	1599	Bolman/Watland
Carpentry	1622	Bolman/Watland
HVAC	1643	Bolman/Watland
Electrical Trades	1644	Bolman/Watland
Plumbing	1647	Bolman/Watland
Machine Tool	1665	Bolman/Watland
Transportation Tech Light	1668	Bolman/Watland
Transportation Tech Heavy	1669	Bolman/Watland
Environmental Engineering Tech	1673	Bolman/Watland
Computer Aided Drafting	1681	Bolman/Watland
Welding	1689	Bolman/Watland
Fire Science	1691	Bolman/Watland
Law Enforcement Technology	1692	Bolman/Watland
Criminal Justice	1694	Bolman/Watland
General Education	1710	Bolman/Watland
AAS Technical Studies	1815	Bolman/Watland
Resource Center/Vocational Assessment	1830	Bolman/Watland
TAA Grant	1861	Bolman/Watland
Dual Enrollment	1899	Bolman/Watland
Corporate Training	1995	Bolman/Watland
Support Services - Pupils		
Attendance Services/Secondary	2112	Seebaum/Janak
Prevention Specialist	2116	Seebaum/Janak
Tobacco Preventions	2119	Seebaum/Janak
Counseling Services (10 & 23)	2122	Miller Kincart/Seebaum/Janak
District-Wide Testing (10)	2123	Seales/Seebaum/Janak
Admissions / Recruitment (23)	2127	Bolman/Watland
Title I - Parent Advisory	2128	Gillespie/Seebaum/Janak

Nurse Services (10 & 22)	2134	Gaden/Seebaum/Janak
Psychological Testing Services	2142	Gaden/Seebaum/Janak
Speech Pathology Services	2152	Gaden/Seebaum/Janak
Audiology Services	2162	Gaden/Seebaum/Janak
Other Audiology Services	2169	Gaden/Seebaum/Janak
Physical Therapy	2171	Gaden/Seebaum/Janak
Occupational Therapy	2172	Gaden/Seebaum/Janak
Other Therapy Services	2179	Gaden/Seebaum/Janak
Orientation & Mobility Services	2182	Gaden/Seebaum/Janak
Support Services - Instructional		
Title ID - Professional Development	2201	Swigart/Gillespie/Seebaum/Janak
Professional Deveopment -Title I Focus Funds	2203	Gillespie/Seales/Seebaum/Janak
Focus Set Aside Professional Development	2204	Gillespie/Seebaum/Janak
School Improvement (SIG) Professional Development Title I	2206	Gillespie/Seebaum/Janak
Staff Development	2211	Bolman/Watland
Curriculum & Instructional Development	2212	Seales/Seebaum/Janak
Office of Staff Development	2213	Seales/Seebaum/Janak
Title I - Improvement of Instruction	2214	Gillespie/Seales/Seebaum/Janak
Title II - Teacher & Principal Training & Recruiting	2218	Seales/Seebaum/Janak
Improve Instruction/Professional Leave	2219	Seebaum/Janak
School Library Services	2222	Seebaum/Janak
Technology in Schools (10 & 23)	2227	Daniel/Janak
Support Services - General Administration		
Board of Education Services	2311	Janak
Election Services	2314	Janak
Legal Services	2315	Janak
Audit Services	2317	Janak
Office of the Superintendent	2321	Simon/Janak
Public Information	2322	Janak
Staff Relations/Negotiations	2323	Nicolaisen/Janak
Asst. Supt. Of Administrative Services	2325	Seebaum/Janak
Grant Services	2327	Gillespie/Janak
Enrollment Services (23 Only)	2329	Bolman/Watland
Foundation	2330	Bolman/Watland
CCR, STEAM2	2332	Miller Kincart/Seebaum/Janak
Support Services - School Administration		
Office of the Principal/Elementary	2412	Seebaum/Janak
Office of the Principal/Middle School	2413	Seebaum/Janak
Office of the Principal/Senior High	2414	Seebaum/Janak
Office of the Athletic Director	2416	Seebaum/Janak
Vocational Administration (23)	2420	Bolman/Watland

Academics (23)	2422	Bolman/Watland
Accreditation & Advancement (23)	2423	Bolman/Watland
Financial Aid (23)	2430	Bolman/Watland
PELL	2431	Bolman/Watland
SEOG	2432	Bolman/Watland
Direct Loan Unsubsidized	2435	Bolman/Watland
Direct Loan Subsidized	2436	Bolman/Watland
Direct Loan Plus	2437	Bolman/Watland
Title I - Administration	2440	Gillespie/Seebaum/Janak
Title I D - Administration	2442	Swigart/Gillespie/Seebaum/Janak
School Improvement (SIG) Program Evaluation	2446	Gillespie/Seebaum/Janak
Support Services - Other Administration		
Administration/Adult Basic Ed	2492	Janak
Medicaid Administration	2494	Janak
Support Services - Business		
Payroll Services	2524	Janak
Fiscal Services	2529	Janak
Land Acquisition & Development (21)	2532	Janak
Tennis Courts - Parkview	2534	Janak/Cline/Janak
New Construction-General Beadle	2535	Janak/Cline/Janak
Facilities Acquisition/Annexes	2537	Janak
Facilities Services	2541	Veluswamy/Janak
Care & Upkeep of Buildings/Custodial (10)	2542	Cline/Janak
Care & Upkeep of Grounds	2543	Cline/Janak
Care & Upkeep of Equipment	2544	Cline/Janak
Care & Upkeep of Vehicles	2545	Berg/Janak
Security Services	2546	Cline/Janak
Land and Building Rentals	2547	Janak
Energy Plant	2548	Veluswamy/Janak
Care & Upkeep of Bldg/Mtc Services	2549	Cline/Janak
Title I - Student Transportation	2556	Janak
Title I - Focus Funds - Student Transportation	2557	Janak
Student Transportation	2559	Berg/Janak
Student Nutrition Services	2569	Peterson/Janak
Purchasing Services	2572	Janak
Warehouse Distribution Services	2573	Berg/Janak
Printing/Duplicating Services	2574	Berg/Janak
Laundry Services	2575	Berg/Janak
Mail Distribution	2576	Berg/Janak
Health Insurance	2579	Janak
Bookstore Services	2589	Bolman/Watland
Support Services-Central		

Marketing	2633	Bolman/Watland
IT Management Services	2661	Daniel/Janak
Business Software Support/Education	2669	Daniel/Janak
Special Education Administrative Costs		
Administrative Costs	2710	Gaden/Seebaum/Janak
Deaf-Blind	2711	Gaden/Seebaum/Janak
Serious Emotionally Disturbed	2712	Gaden/Seebaum/Janak
Cognitive Disability	2713	Gaden/Seebaum/Janak
Hearing Loss	2714	Gaden/Seebaum/Janak
Specific Learning Disabled	2715	Gaden/Seebaum/Janak
Multiple Disabilities	2716	Gaden/Seebaum/Janak
Orthopedic Impairments	2717	Gaden/Seebaum/Janak
Visual Loss	2718	Gaden/Seebaum/Janak
Deafness	2719	Gaden/Seebaum/Janak
Speech/Language Impairments	2720	Gaden/Seebaum/Janak
Other Health Impaired	2721	Gaden/Seebaum/Janak
Autism	2722	Gaden/Seebaum/Janak
Traumatic Brain injury	2723	Gaden/Seebaum/Janak
Developmental Delay	2724	Gaden/Seebaum/Janak
Early Intervention (age 0-2)	2725	Gaden/Seebaum/Janak
Special Education Transportation Costs		
Transportation Costs	2730	Gaden/Seebaum/Janak
Deaf-Blind	2731	Gaden/Seebaum/Janak
Serious Emotionally Disturbed	2732	Gaden/Seebaum/Janak
Cognitive Disability	2733	Gaden/Seebaum/Janak
Hearing Loss	2734	Gaden/Seebaum/Janak
Specific Learning Disabled	2735	Gaden/Seebaum/Janak
Multiple Disabilities	2736	Gaden/Seebaum/Janak
Orthopedic Impairments	2737	Gaden/Seebaum/Janak
Visual Loss	2738	Gaden/Seebaum/Janak
Deafness	2739	Gaden/Seebaum/Janak
Speech/language Impairments	2740	Gaden/Seebaum/Janak
Other Health Impaired	2741	Gaden/Seebaum/Janak
Autism	2742	Gaden/Seebaum/Janak
Traumatic Brain Injury	2743	Gaden/Seebaum/Janak
Developmental Delay	2744	Gaden/Seebaum/Janak
Early Intervention (age 0-2)	2745	Gaden/Seebaum/Janak
Other Special Education Costs		
Other Special Education Costs	2750	Gaden/Seebaum/Janak
Deaf-Blind	2751	Gaden/Seebaum/Janak
Serious Emotionally Disturbed	2752	Gaden/Seebaum/Janak
Cognitive Disability	2753	Gaden/Seebaum/Janak

Hearing Loss	2754	Gaden/Seebaum/Janak
Specific Learning Disabled	2755	Gaden/Seebaum/Janak
Multiple Disabilities	2756	Gaden/Seebaum/Janak
Orthopedic Impairments	2757	Gaden/Seebaum/Janak
Visual Loss	2758	Gaden/Seebaum/Janak
Deafness	2759	Gaden/Seebaum/Janak
Speech/Language Impairments	2760	Gaden/Seebaum/Janak
Other Health Impaired	2761	Gaden/Seebaum/Janak
Autism	2762	Gaden/Seebaum/Janak
Traumatic Brain Injury	2763	Gaden/Seebaum/Janak
Developmental Delay	2764	Gaden/Seebaum/Janak
Early Intervention (age 0-2)	2765	Gaden/Seebaum/Janak
Support Services - Other		
Parts/Mechanical-Resale	2824	Bolman/Watland
Credit Recovery Vucurervich Grant	2904	Swigart/Gillespie/Seebaum/Janak
Community Services		
Outdoor Campus	3200	Seebaum/Janak
Title I - Part A-Neglected & Delinquent	3501	Gillespie/Seebaum/Janak
21st Century	3505	Gillespie/Seebaum/Janak
Non-Public School Student Services	3700	Seebaum/Janak
Title II A - Non-Public Teacher/Principal Training	3703	Seales/Seebaum/Janak
Title I - Basic Grant Non-Public	3711	Gillespie/Seebaum/Janak
Nonprogrammed Charges		
State Unemployment Insurance	4400	Janak
Early Retirement Payment (Fund 24 only)	4500	Janak
Payments Other - State Gov't Unit	4900	Janak
SGA Activity Fee	4902	Bolman/Watland
Debt Services		
Debt Services	5100	Janak
Co-Curricular Activities		
Athletics, Male-Central	6101	Paulson/Seebaum/Janak
Athletics, Male-Stevens	6110	Vasquez/Seebaum/Janak
Athletics, Male-Middle School	6130	Deming/Seebaum/Janak
Athletics, Female-Central	6201	Paulson/Seebaum/Janak
Athletics, Female-Stevens	6210	Vasquez/Seebaum/Janak
Athletics, Female-Middle School	6230	Deming/Seebaum/Janak
Nonathletic Activities-Central	6901	Paulson/Seebaum/Janak
Nonathletic Activities-Stevens	6910	Vasquez/Seebaum/Janak
Academic Competition-Middle School	6932	Deming/Seebaum/Janak
Music-Middle School	6933	Deming/Seebaum/Janak
Student Council-Middle School	6935	Deming/Seebaum/Janak
Middle School Activities D/W - Activities Administration	6939	Deming/Seebaum/Janak

Music-Elementary	6951	Seebaum/Janak
Academic Competition-Elementary	6952	Seebaum/Janak
Other Activities	6990	Janak
Contingencies		
Contingency (General Fund Only)	7100	Janak
Other Uses		
Operating Transfers Out	8110	Janak
Fund Equity Uses	8200	Janak

BID/FORMAL QUOTE CALENDAR

2018-2019 Budget Year

Bid Information to Committee/Responsible Party	November 3, 2017
Information Returned to Purchasing	December 1, 2017
Date to Begin Advertising	January 3, 2018
Bid Opening	January 17, 2018
Information Prepared for Agenda by:	February 6, 2018
Passed Upon by the Board if Applicable	February 12, 2018
Purchase Orders Issued	April 2, 2018

GROUP I

BID	DATE RECEIVED	DATE ADVERTISED	DATE OPENED
ATHLETIC SUPPLIES			
CUSTODIAL SUPPLIES			
PAPER SUPPLIES			
GENERAL SUPPLIES	Buying Direct from School Specialty through NJPA Purchasing Cooperative		
CAFETERIA SUPPLIES	Buying direct from Prime Vendor		
CAFETERIA SUPPLIES-FROZEN	Buying direct from Prime Vendor		
BOND PAPER	Now using a purchasing cooperative		
PAPER TOWELS	Now using a purchasing cooperative		

BID/FORMAL QUOTE CALENDAR
2018-2019 Budget Year

Bid Information to Committee/Responsible Party	December 2, 2017
Information Returned to Purchasing	January 5, 2018
Date to Begin Advertising	January 31, 2018
Bid Opening	February 21, 2018
Information Prepared for Agenda by:	March 6, 2018
Passed Upon by the Board if Applicable	March 12, 2018
Purchase Orders Issued	April 2, 2018

GROUP II

BID	DATE RECEIVED	DATE ADVERTISED	DATE OPENED
TECHNICAL EDUCATION SUPPLIES			
P.E. SUPPLIES			
SCIENCE SUPPLIES			

BID/FORMAL QUOTE CALENDAR
2018-2019 Budget Year

Bid Information to Committee/Responsible Party	January 5, 2018
Information Returned to Purchasing	February 2, 2018
Date to Begin Advertising	February 28, 2018
Bid Opening	March 21, 2018
Information Prepared for Agenda by:	April 3, 2018
Passed Upon by the Board if Applicable	April 9, 2018
Purchase Orders/Contracts Issued	April 10-13, 2018

GROUP III

BID	DATE RECEIVED	DATE ADVERTISED	DATE OPENED
ART SUPPLIES			
MUSIC SUPPLIES			
YEARBOOKS			
STUDENT PICTURES (REQUEST FOR PROPOSAL)			
DIPLOMAS	Contract good through June 2019		
CAFETERIA - REPAIR & REPLACEMENT			

BID/FORMAL QUOTE CALENDAR

2018-2019 Budget Year

Bid Information to Committee/Responsible Party	February 2, 2018
Information Returned to Purchasing	March 2, 2018
Date to Begin Advertising	April 4, 2018
Bid Opening	April 18, 2018
Information Prepared for Agenda by:	May 8, 2018
Passed Upon by the Board if Applicable	May 14, 2018
Purchase Orders/Contracts Issued	May 15 - 18, 2018

GROUP IV

BID	DATE RECEIVED	DATE ADVERTISED	DATE OPENED
PHOTOGRAPHY SUPPLIES			
EXCURSION TRANSPORTATION SERVICES	Contract can be extended thru June 2019		
LIBRARY-MEDIA SUPPLIES			
AIR FILTERS			
TIRES			

BID/FORMAL QUOTE CALENDAR
2018-2019 Budget Year

Bid Information to Committee/Responsible Party	March 2, 2018
Information Returned to Purchasing	April 6, 2018
Date to Begin Advertising	May 2, 2018
Bid Opening	May 23, 2018
Information Prepared for Agenda by:	June 5, 2018
Passed Upon by the Board if Applicable	June 11, 2018
Purchase Orders/Contracts Issued	June 12-15, 2018

GROUP V

BID	DATE RECEIVED	DATE ADVERTISED	DATE OPENED
LAUNDRY SERVICES	Contract Good thru June 2022 if all four option years are taken		
UNIFORMS			
REFUSE HAULING	Contract Good thru June 2020 if all option years are taken		
GLASS			
CONCRETE, CRUSHED ROCK & ASPHALT			
FIRE EXTINGUISHER TESTING	Contract Good Thru June 2016 but has 4 additional year options (June 2020)		
COMPUTER SUPPLIES AND RIBBONS	Now using a Print Management Solution		
DAIRY PRODUCTS	Contract Good Thru June 2016 but has 4 additional year options (June 2020)		
DISHWASHING DETERGENTS & SUPPLIES	Contract Good thru June 2022 if all four option years are taken		
HANDICAP ELEVATOR LIFTS- MAINTENANCE SERVICE	Now using a purchasing cooperative		
ELEVATOR MAINTENANCE	Now using a purchasing cooperative		

EXTERIOR WINDOW CLEANING SERVICE	Contract Good Thru May 2020		
COMPUTER PERIPHERALS			
DISTRICT WIDE FURNITURE			
SCHOOL BUSES			

BID/FORMAL QUOTE CALENDAR

2018-2019 Budget Year

Bid Information to Committee/Responsible Party	April 6, 2018
Information Returned to Purchasing	May 4, 2018
Date to Begin Advertising	May 30, 2018
Bid Opening	June 20, 2018
Information Prepared for Agenda by:	July 3, 2018
Passed Upon by the Board if Applicable	July 9, 2018
Purchase Orders/Contracts Issued	July 10-13, 2018

GROUP VI

BID	DATE RECEIVED	DATE ADVERTISED	DATE OPENED
LIBRARY MEDIA EQUIPMENT			
MUSIC EQUIPMENT			
TECHNICAL EDUCATION EQUIPMENT			
STEAM CLEANING KITCHEN HOODS			
EMERGENCY GENERATOR SERVICE AND REPAIR	Contract Good thru June 2019		
PAPER SUPPLIES			
CUSTODIAL SUPPLIES			