



School District of Manawa

Building & Grounds COMMITTEE MEETING

*Manawa School District Office - Board Room
800 Beech Street, Manawa WI
(920)596-2525*

Wednesday, August 8, 2023
5:15 P.M.

Board of Education Committee Members:
Griffin (C), Jepson, & Riske

❖ **CALL TO ORDER**

❖ **PLEDGE OF ALLEGIANCE**

❖ **ROLL CALL - Verification of Quorum**
➤ *B.O.E. Members Present:*

❖ **COMPLIANCE WITH OPEN MEETING LAW NOTIFICATION** [*§19.84(2) Wis. Stats.*]

❖ **AGENDA**

1. Administrative Updates on Summer Projects. (informational)
 - a. MES Playground
 - i. Fundraising Opportunity - Royalton Station - MES Pumps 3 & 4
 - b. MES Tile Project
 - c. MS/HS Storage Cages / Basement Project
 - d. MS/HS LMC Carpet Project
 - e. MS/HS LMC Furniture
 - f. Updating SRP/ALICE Signage districtwide.
 - g. Summer Cleaning/Waxing projects
2. Follow-up & discussion regarding Signage Project.
 - a. Vendor Quote
3. Follow-up & discussion regarding Art Displays.
 - a. Principal Johnson Memo
 - b. Vendor Quote
4. Discussion regarding Gymnasium (MS/HS) Public Address / Sound System.
5. Follow-up discussion regarding MS/HS Storage Shed.
6. Follow-up discussion regarding the district owned Van.

❖ **FUTURE MEETING AGENDA ITEMS & MEETING DATES/TIMES**

➤

❖ **ADJOURN**

* Any person with a qualifying disability under the Americans with Disabilities Act that requires the meeting or material to be in accessible format, please contact the District Administrator to request reasonable accommodation. The meeting room is wheelchair accessible. This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public hearing. There may be a time for public comment during the meeting as indicated in the agenda.

**Upon request to the District Administrator, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodations including the provision of informational material in an alternative format for a disabled person to be able to attend this meeting.

GRAPHIC HOUSE
NATIONAL SIGN FIRM
SINCE 1976

8101 International Dr
Wausau, WI 54401
715-842-0402
www.graphichouseinc.com

CLIENT
MANAWA SCHOOL DISTRICT
515 E 4th ST
MANAWA, WI

SALES REP TROY S	DATE 4-27-2023	QUOTE NUMBER 26434	JOB NUMBER XXX
SALES AUTH:	DESIGNER NN	REVISION NN	5-31-2023-B

SALES OFFICER: MANAWA SCHOOL DISTRICT, 2023/05/01 10:00 AM
ManawaSchoolDistrict_26434-01.rvt

MONUMENT SIGN

A. ALUM. FORMED CABINET. LIT w/ WHITE LED'S

B. WHITE POLYCARBONATE FACE. OPAQUE VINYL BACKGROUND w/ WHITE COPY. PRINTED VINYL LOGO w/ GLOSS LAMINATE

C. ALUM. FORMED BASE CLADDING

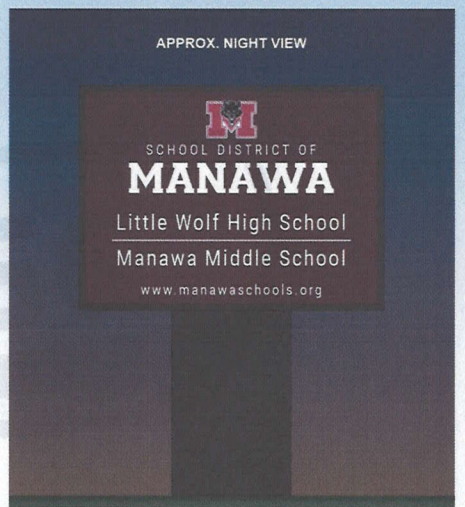
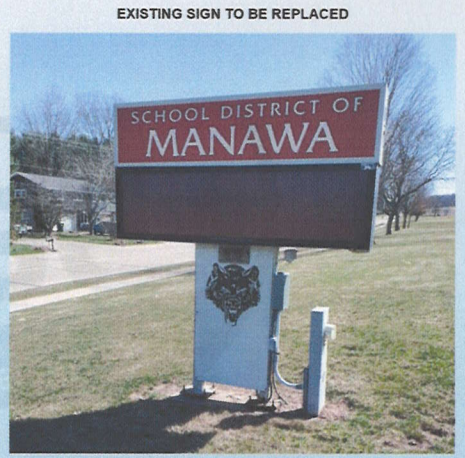
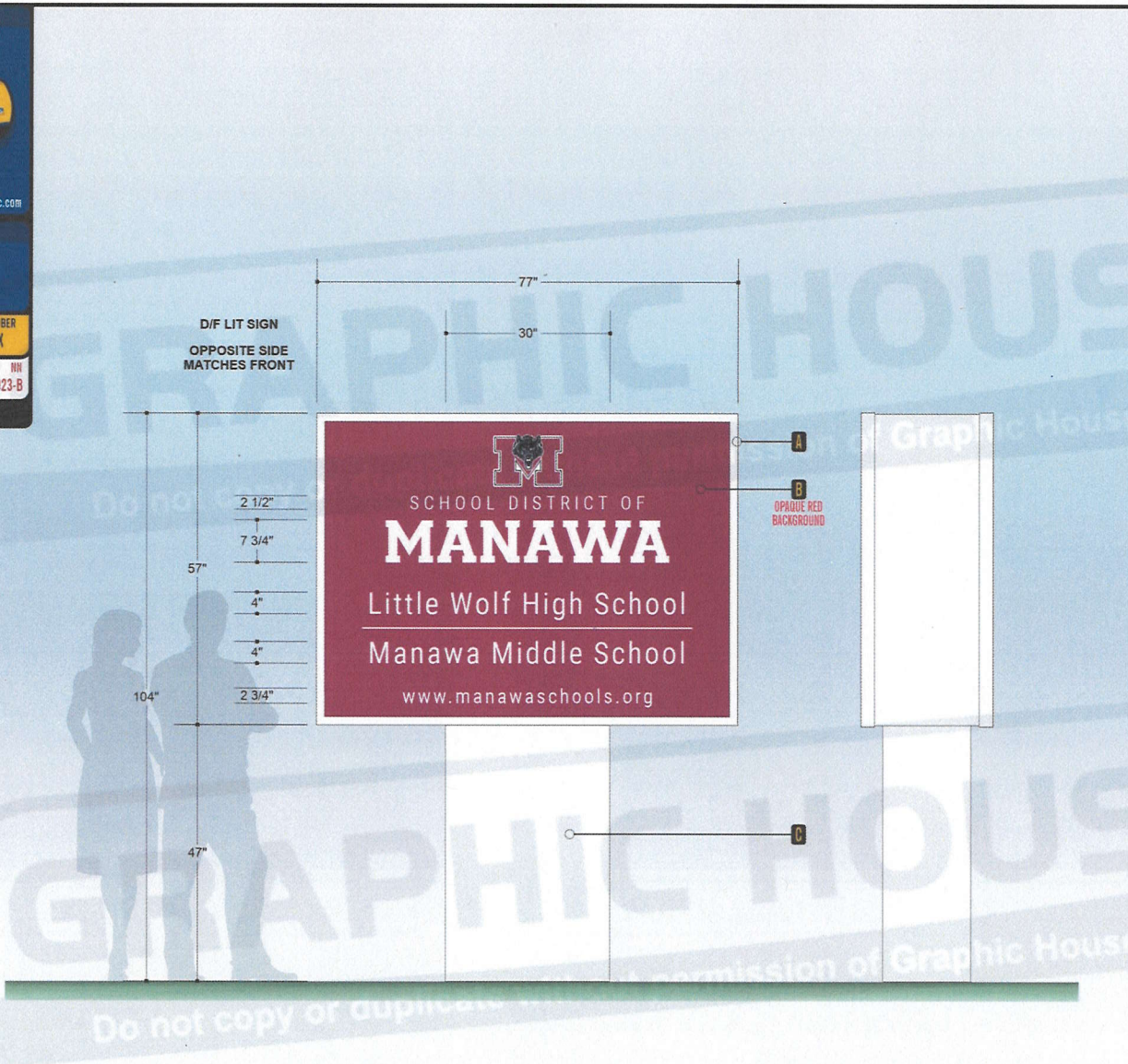
P1 - White

White Polycarbonate

V1 - 3630-73 Dark Red Vinyl (OPAQUE)

DP1 - PMS 1805c (Non-Lit Vinyl Logo)

DP2 - Black



CLIENT HAS IDENTIFIED THE LOCATION IN WHICH THE SIGNAGE IS TO BE INSTALLED. THE CLIENT HAS THE SOLE RESPONSIBILITY FOR THE STRUCTURAL INTEGRITY OF ALL EXISTING STRUCTURES TO SUPPORT THE SIGNAGE.

ALL RIGHTS RESERVED THIS IS AN ORIGINAL DESIGN CREATED BY GRAPHIC HOUSE, INCORPORATED. THE SUBMITTED DESIGN IS ORIGINAL AND IS PROTECTED UNDER COPYRIGHT LAWS OF THE UNITED STATES, TITLE 17 UNITED STATES CODE. YOU AGREE NOT TO COPY, PHOTOGRAPH, MODIFY OR SHARE DIRECTLY OR INDIRECTLY ANY OF THE FOREGOING HELD BY YOU WITH ANY OTHER PARTY NOR WILL YOU PERMIT ANY THIRD PARTY TO DO ANY OF THE FOREGOING WITHOUT THE WRITTEN CONSENT OF GRAPHIC HOUSE, INC. A DESIGN FEE OF NOT LESS THAN \$5000 WILL BE INVOICED IF THIS DRAWING IS SHARED OR COPIED BY ANYONE WHILE IN YOUR POSSESSION. THIS DOES NOT EXCLUDE ADDITIONAL COMPENSATION THAT MAY BE AWARDED DUE TO COPYRIGHT INFRINGEMENT.

PLEASE REVIEW SPECS & PROOF CAREFULLY - CHECK FOR TYPOGRAPHICAL ERRORS & OMISSIONS, LAYOUT ACCURACY, ETC. CUSTOMER HAS SOLE RESPONSIBILITY TO CORRECT ANY ERRORS. DISCLAIMER: THE INK COLORS SHOWN IN THIS RENDERING PROVIDE CONCEPTUAL COLORS & GRAPHICS LOCATIONS ONLY. THE COLORS MAY NOT MATCH THE ACTUAL AUTOMOTIVE PAINTS, PANTONE OR VINYL COLORS THAT WILL BE USED ON OR IN THE SIGN(S) SHOWN. ALL SIZES, SHAPES, COLORS, ETC. ARE CONCEPTUAL & MAY VARY FROM ACTUAL PRODUCT. A MANUFACTURER'S LABEL WILL BE ADDED TO YOUR SIGN AT THE DISCRETION OF GRAPHIC HOUSE, INC.

INITIAL



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Wausau, WI 54401
715-842-8402
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CLIENT
MANAWA SCHOOL DISTRICT
515 E 4th ST
MANAWA, WI

SALES REP TROY S	DATE 4-27-2023	QUOTE NUMBER 26435	JOB NUMBER XXX
SALES AUTH:	DESIGNER XX	REVISION NN	5-31-2023-B

SALES DRAWING: MANAWA SCHOOL DISTRICT - 122203 - DIMENSIONAL & MATERIALS
ManawaSchoolSigns.dwg 10/25/23 11:17 am

MONUMENT SIGN

A. ALUM. FORMED CABINET, LIT w/ WHITE LED's

B. WHITE POLYCARBONATE FACE. OPAQUE VINYL BACKGROUND w/ WHITE COPY. PRINTED VINYL LOGO w/ GLOSS LAMINATE

C. ALUM. FORMED BASE CLADDING

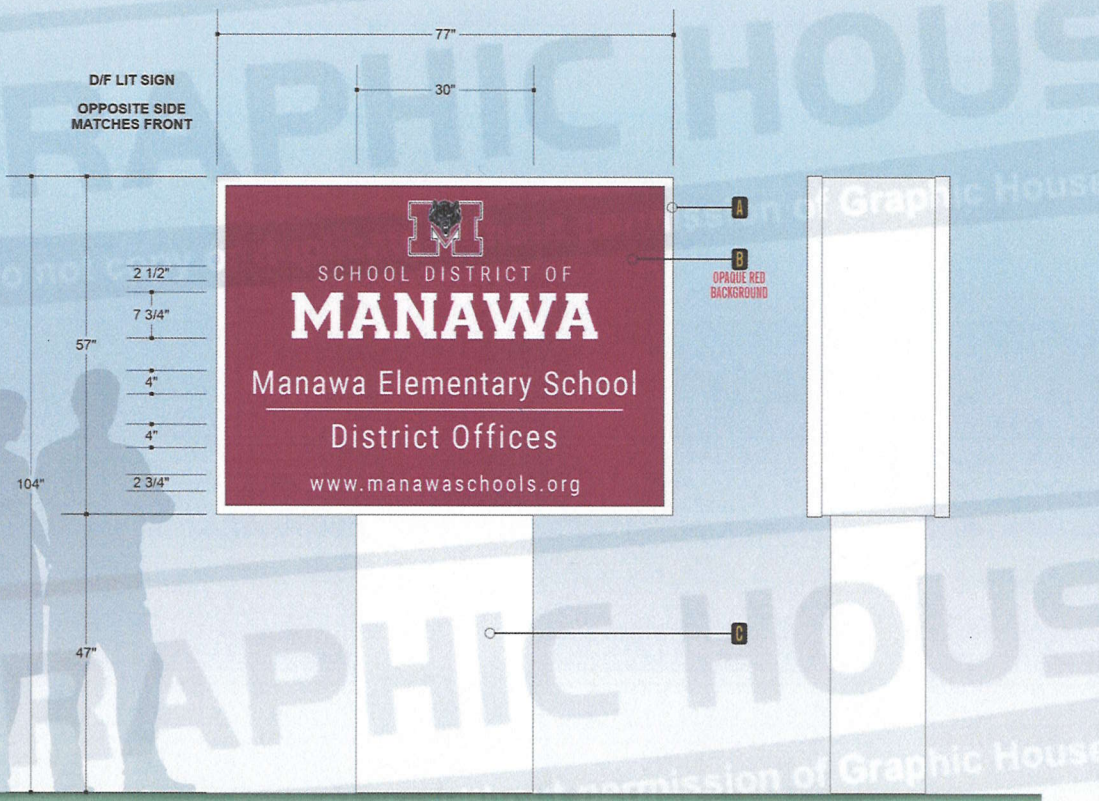
P1 - White

White Polycarbonate

V1 - 3630-73 Dark Red Vinyl (OPAQUE)

DP1 - PMS 1805c (Non-Lit Vinyl Logo)

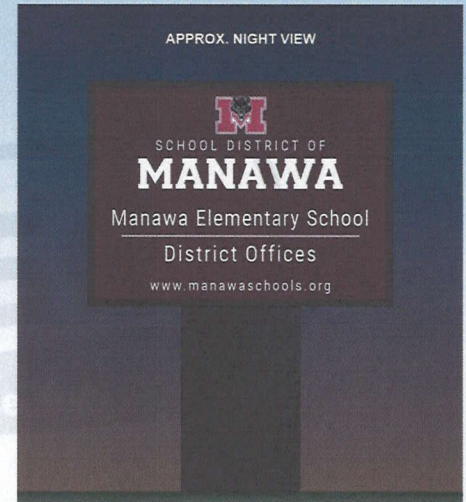
DP2 - Black



EXISTING SIGN TO BE REPLACED



APPROX. NIGHT VIEW



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RELEASE AUTH: _____

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↑ INITIAL



PROPOSAL
Proposal #: 30694

Proposal Date: 08/07/23
 Customer #: 4480
 Page: 1 of 5

8101 International Dr, Wausau, WI 54401 | 715-842-0402 | www.graphichouseinc.com

SOLD TO:	JOB LOCATION:
SCHOOL DISTRICT OF MANAWA 515 E 4TH ST MANAWA WI 54949	School District of Manawa 515 E 4th St Manawa WI 54949 REQUESTED BY: Michelle Johnson

Graphic House, Inc. (HEREINAFTER CALLED THE "COMPANY") HEREBY PROPOSES TO FURNISH ALL THE MATERIALS AND PERFORM ALL THE LABOR NECESSARY FOR THE COMPLETION OF:

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	QUOTE #26434 Double face Lexan face Monument sign, 57" x 77" formed aluminum cabinet with white Lexan face and vinyl graphics with opaque background, internally illuminated with white LEDs, 47" x 30" formed aluminum cladding, steel support plated to existing foundation, remove and dispose of existing and install new, set at 104" overall height, manufactured and installed with others.	\$11,984.00	\$11,984.00
1	QUOTE #26435 Double face Lexan face Monument sign, 57" x 77" formed aluminum cabinet with white Lexan face and vinyl graphics with opaque background, internally illuminated with white LEDs, 47" x 30" formed aluminum cladding, steel support direct set into standard soil conditions, remove and dispose of existing to grade and install new next to existing foundations, set at 104" overall height, manufactured and installed with others.	\$13,077.00	\$13,077.00
TOTAL PROPOSAL AMOUNT:			\$25,061.00

TERMS: 50.0% DOWN, NET 30 DAYS UPON COMPLETION, 4% CONVENIENCE FEE ON CREDIT CARD PAYMENTS.
 (INTEREST OF 1.5% PER MONTH WILL BE ADDED TO PAST DUE ACCOUNTS)

THIS PRICE DOES NOT INCLUDE ELECTRICAL HOOKUP, PERMITS, ENGINEERING OR TAX UNLESS SPECIFICALLY STATED.

WHO OWNS PROPERTY THE SIGN WILL BE INSTALLED ON? School District of Manawa

PART OF THIS PROPOSAL REQUIRES THE CUSTOMER TO FILL OUT A CREDIT APPLICATION (SEE ATTACHED).

ALL SIGNS ARE WIRED AT 120 VOLTS UNLESS THE CLIENT IDENTIFIES OTHERWISE IN WRITING.

ALL WARRANTIES WILL BE NULL AND VOID IF FINAL INVOICE IS NOT PAID IN FULL WITHIN 45 DAYS FROM INVOICE DATE.

CHECKS RETURNED FOR NON-SUFFICIENT FUNDS WILL BE SUBJECT TO AN ADDITIONAL \$50.00 FEE.

ELECTRICAL TO SIGNAGE IS NOT PART OF THIS QUOTE. FINAL ELECTRICAL HOOK UP IS CLIENTS RESPONSIBILITY. ALL SIGNS WIRED

COMPANY INITIALS _____

CUSTOMER INITIALS X _____



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TO UL SPECIFICATIONS, UNLESS OTHERWISE NOTED.

DELIVERY OF SIGNAGE IS BASED ON 8 TO 10 WEEKS FROM CLIENT AUTHORIZATION AND PERMIT APPROVAL. **ADDITIONAL CHARGES WILL APPLY FOR DATE SPECIFIC AND EXPIDITED DELIVERY.** ELECTRONICS WILL REQUIRE ADDITIONAL TIME FOR DELIVERY.

PERMIT TO BE OBTAINED BY: CLIENT GRAPHIC HOUSE, INC.

IF PERMIT IS TO BE OBTAINED BY GRAPHIC HOUSE, INC., ADDITIONAL FEES WILL APPLY.

NOTE: This proposal may be withdrawn by Graphic House, Inc. if not accepted within 30 days.

TERMS AND CONDITIONS

Client is responsible for flagging of property owner’s utilities, such as, but not limited to: sprinkling/watering systems, parking lot lighting, landscaping lighting, storm/sanitary sewers, or any other utility that the customer may have buried, etc.

All in-ground bases are engineered for standard soil conditions. Non-standard conditions, such as: sandy soil, clay soil, rocky terrain, water, etc. which require additional concrete, labor, forming, etc. will be at an additional time and materials charge.

Client is responsible for providing access to the JOB site. THERE HAS BEEN NO ALLOWANCE FOR REPAIRS OR BUILDING OF ACCESS TO PERFORM THE DUTIES DESCRIBED IN THE BID DOCUMENTS. ANY ADDITIONAL TIME OR MATERIALS NEEDED TO ACCESS THE JOB SITE OR CREATE A WORK AREA AT THE JOB SITE SO WE ARE ABLE TO PERFORM OUR SCOPE OF WORK, IS THE SOLE RESPONSIBILITY OF THE OWNER. WE ALSO HAVE NO RESPONSIBILITY TO ANY REPAIRS TO JOB SITE OR ACCESS TO JOB SITE BECAUSE OF DAMAGE WE MAY HAVE INCURRED COMPLETING OUR SCOPE OF WORK.

Client has identified the location in which the signage is to be installed. Client is responsible to have existing signage meet all state and local codes, and additional work to bring existing signage to code will be billed at time and materials. The client has the sole responsibility for the structural integrity of all existing structures to support the signage. Graphic House, Inc. is not responsible for any damage that may occur to sign installation areas such as (landscape, blacktop, etc. or otherwise). Graphic House, Inc. will not be responsible in any way for penetrations through roof membranes or wall materials or for any leakage or water damage resulting from any penetrations.

Graphic House, Inc. hereby warrants the sign display against defective workmanship in construction and assembly for one (1) year from the date of the invoice. Faux Corten has a warranty of two (2) years for finish deterioration. No other warranties will apply. All labor for repair of electronic message centers or time and temperature units are covered under warranty for one (1) year from date of installation. All components/parts for electronic message centers or time and temperature units are covered under warranty as outlined by manufacturer. Graphic House, Inc. does not warranty flags. No other warranties or guarantees are expressed or implied, either written or verbal. All warranties will be null and void if anyone other than Graphic House, Inc. services or maintains the signage specified on this proposal, or if the final invoice for this proposal is not paid in full within 45 days of the final invoice date.

Our warranty, and warranties by stand-alone subassemblies manufactured by other companies, are based solely on the client’s responsibility to properly maintain, service and clean these sign components at no longer than each six-month interval. This warranty does not apply to vandalism, misuse, acts of God, and war.

Any deviation from prints or altered foundations will weaken the structure to the point that it may fail. This structure is engineered to hold only the signage specified. Do not add additional signage to the structure.

COMPANY INITIALS _____

CUSTOMER INITIALS  _____



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PROPOSAL
Proposal #: 30694

Proposal Date: 08/07/23
Customer #: 4480
Page: 3 of 5

Any changes in the plans or specifications from the date this proposal and prints are approved and authorized will result in an administrative fee of \$400 per change plus the cost of the change. Any changes or extras may extend the time to complete the manufacturing and/or services specified.

Any alteration or deviation from the above specifications involving extra costs will be executed and will become an extra charge over and above the estimate, together with the terms and conditions set forth in the attached addendum which is incorporated herein in its entirety. All agreements contingent upon strikes, accidents or delays beyond our control.

As required by the Wisconsin construction lien law, Graphic House, Inc. hereby notifies the owner that the person or companies furnishing labor or materials for the construction on the owner's land, may have lien rights on the owner's land and building for unpaid costs. Those entitled to these lien rights, in addition to the undersigned contractor are those who contract directly with the owner or those who give the owner notice within sixty days after they first furnish labor or materials for the construction. Accordingly, the owner will probably receive notice from those who furnish labor or materials for the construction and should give a copy of each notice received to the mortgage lender, if any. The contractor agrees to cooperate with the owner and the owner's lender, if any, to see that all potential lien claimants are fully paid.

If collection action is required to collect a past due account, client agrees to pay the invoiced amount due, together with interest at the contract rate of 1.5% per month (18% annual), and costs of collection, including all attorney's fees incurred by Graphic House, Inc. in exercising its rights or remedies hereunder or enforcing any of the terms and conditions in this proposal. It is agreed that all legal disputes of any nature will be litigated in Marathon County, Wisconsin.

Graphic House, Inc. makes no representations and assumes no responsibility for compliance of signage with Federal, State or local signage regulations or ordinances, except as such requirements are specifically set forth in any permit issued for the signage. Client is solely responsible for determining the size, location and character of signage to Client's satisfaction and as permitted under applicable regulations and ordinances. A manufacturer's label will be affixed to the signage at the discretion of Graphic House, Inc.

This proposal will be a binding contract upon written authorization by Client and written acceptance by Graphic House, Inc. and supersedes all prior negotiations and discussions, oral or written, between the parties. It also grants Graphic House, Inc. consent to use client name and signage for all media and marketing purposes.

THIS PROPOSAL SHALL NOT OBLIGATE GRAPHIC HOUSE, INC. IN ANY WAY UNTIL IT IS ACCEPTED AND SIGNED BY THE V. P. OF SALES OF GRAPHIC HOUSE, INC.; ONCE ACCEPTED AND SIGNED THIS PROPOSAL WILL EXPIRE AFTER 60 DAYS.

THE ABOVE PRICES, SPECIFICATIONS, AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

SALESPERSON: [Signature]

DATE: 8-07-23

ACCEPTED BY: [Signature]

TITLE: [Signature]

SIGNATURE: [Signature]

DATE: [Signature]

COMPANY INITIALS _____

CUSTOMER INITIALS [Signature]



8101 International Dr, Wausau, WI 54401 | 715-842-0402 | www.graphichouseinc.com

DEPOSIT INVOICE

Invoice #: DP30694

Inv Date: 08/07/23
 Customer #: 4480
 Page: 4 of 5

SOLD TO:	JOB LOCATION:
SCHOOL DISTRICT OF MANAWA 515 E 4TH ST MANAWA WI 54949	School District of Manawa 515 E 4th St Manawa WI 54949 REQUESTED BY: Michelle Johnson

ORDERED BY	PO NUMBER	SALESPERSON	ORDER DATE	PAYMENT TERMS	DUE DATE
Michelle Johnson		Troy Schounard	05/31/23	50.0% Due Upon Receipt	07/23/23

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	QUOTE #26434 Double face Lexan face Monument sign, 57" x 77" formed aluminum cabinet with white Lexan face and vinyl graphics with opaque background, internally illuminated with white LEDs, 47" x 30" formed aluminum cladding, steel support plated to existing foundation, remove and dispose of existing and install new, set at 104" overall height, manufactured and installed with others.	\$11,984.00	\$11,984.00
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TOTAL PROPOSAL AMOUNT			----- \$25,061.00
*** FINAL INVOICE AMOUNT MAY VARY UPON COMPLETION ***			

PLEASE PAY THIS DEPOSIT AMOUNT:	\$12,530.50
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Students choosing to excel; realizing their strengths

To: Board of Education
From: Michelle Johnson
Date: 6/28/2023
Re: High/Middle Art Display Panels

The purpose of this memo is to follow up and inform the Building and Grounds Committee of the purchase and initiation of a project for the Art Department at Manawa Middle/Little Wolf High School. This project will be funded by the Sturm Memorial Grant. This particular grant is rotated among the music and the arts. Mrs. Zabler and Mrs. Bortle have worked together with the representative Ted Tracanna on the design, fabric selection, placements and measurements. The purpose of the art display boards is to provide an aesthetically pleasing display for our student art for family members, community and for our school. The team has been planning this project for a number of years, and it now can come into fruition.

Questions the committee referred to the Safety reviews by MacNeil Environment:

These references are right from our Safety reviews by MacNeil Environmental:

IFC code 807.5.2.2 (corridors) & IFC code 807.5.2.3 (classrooms)

- Artwork and teaching materials shall be permitted to be attached directly to the walls and shall not exceed 20 percent of the wall area in a corridor and 50 percent of the wall area in a classroom.

The 20/50 percent refers to the wall area of each wall space and not the aggregate wall area of a room or space

Bookshelves placed against a wall or built-in are part of the wall surface, however books places on the shelves are not part of the 50 percent provision.

NFPA 10.19.3.1 (ceiling) & NFPA 10.19.3.2.1 (sprinklers)

- Storage and other obstructions must be at least 18" below the sprinkler head. Storage in buildings without automatic sprinkler systems must keep at least 2 feet from the ceiling.
A clearance of at least 36" must be maintained around all sprinkler control valves.

Kelly Marinoff from McNeil Environments reviewed the blueprints, measurements, purpose and location of the proposed art panels. Her question/response was:

Are the panels fire retardant? If so, then only 50% per wall can be covered with flammable materials ((paper, cardboard, netting, etc.) in hallways. Doesn't matter if you have panels or not, if the panels are not fire proof then they cannot be used. They do make a spray that can be applied. I hope this has helped.

When sharing this with Mr. Ted, he did some research on the material for the art panels, and obtained the information:

Fire rating for Guilford Fabric Material

Class A

ASTM 84

(High rated for fire.)

When reviewing this proposal, it is flame safe, and the art teachers, when displaying student art, will keep it below the 50% in covering the walls.

With the newly researched information, I recommend approving the art panels funded by the Sturm Memorial Grant. By applying the art work to the panels as opposed to attaching them directly to the wall, this provides a more secure display as well as one that does not damage the paint/walls when displaying student art.

Marshfield Book & Stationery Inc.



EVERYTHING FOR THE SCHOOL AND OFFICE

Quote # 2023129
Quote Date: 6/13/2023
Quoted By: Ted Tracanna ted.tracanna@gmail.com

Manawa School District
Little Wolf HS

Attention: Michelle Johnson;Principal

Comments:

Quoted from Claridge Products, see attached drawings for loations for Panels, TWD! Edge wrapped Guilford of Maine fabric on tackable duracore FR701 Final Fabric Color TBD

Revision Notes:

None

Bid Scope:

<u>Qty</u>	<u>Item Description</u>	<u>Item Price</u>	<u>Net Price</u>
1	C-TWID Tackwall 3103EW 7.5H x 3' wide corner of entrance to RH Side of South Corridore across from Room 1034 #1 on drawing	\$ 310.00	\$ 310.00
1	C-TWID Tackwall 3103EW 7.5h x 37'7"w equal size panels (10) RH side of South Corridore across from Room 1034 #2 on drawing	\$ 2,566.00	\$ 2,566.00
1	C-TWID Tackwall 3103EW 7' 5" h x 27'8" w equal size panels (7) LH side South Corridore Next to room #1034 #3 on drawing.	\$ 1,814.00	\$ 1,814.00
1	C-TW1D Tackwall 3103EW 7'5 x15'2" (4) equal Panels LH side South Corridore, 2nd section up from room 1034 on drawing. #4	\$ 1,062.00	\$ 1,062.00
1	C-TWID Tack wall 3103EW 7'5" H x 7"9" equal panels (2) Across from Office / Main Entrance , panles centered on the wall #5 on drawing	\$ 569.00	\$ 569.00
1	C-TWID Tack wall 3103EW 7' 5" h x 13'1"w equal size panels (4) equal panels LH side M2001 Corridore South Side on drawing.#6	\$ 2,845.00	\$ 2,845.00
1	C-TWID Tack wall 3103EW 7'5"x 10'8" (3) equal Panels LH side M2001 Corridier South Side on Drawing #6	\$ 812.00	\$ 812.00
1	# 6 Cut outs are done in the field by installers, Adhesives and Hardware are not included.		

BID QUALIFICATIONS

Please indicate "Bid per Ted" and/or quote # when ordering.
 Installation is NOT included unless otherwise stated. Standard Colors only.
 Delivery IS included unless otherwise stated.
 Terms: Net-30 days Proposal Valid for 15 Days.
 4 % fee added for credit card orders.
 Pricing subject to change per quantity ordered.

EXCLUSIONS: This quote excludes Tax and any item not in the scope of work above.

I authorize MBS to proceed with the work outlined in this quote:

Sub Total: \$ 9,978.00

Tax Exempt

Delivery Included

Quote Total: \$ 9,978.00

Signed: _____ Date: _____

109800 W McMillan St • Marshfield, WI 54449 • Ph. 715-387-1286 • Fax 715-387-1145 • marshfieldbook.com

SERVICE WHEN YOU NEED IT!