

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT BOARD OF EDUCATION
AGENDA STATEMENT

No. 12 e

MEETING OF August 7, 2019

ITEM TITLE:

NEW BUSINESS

Motion to approve a one-year copier contract extension
with Tongass Business Center for the 2020-2021 year

Superintendent
 Finance

SUBMITTED BY: Katie Jo Parrott, Business Manager

CONTACT PERSON/TELEPHONE:

Katie Parrott 907-247-2116

Name

Phone

APPROVED FOR SUBMITTAL:

Superintendent

SUMMARY STATEMENT:

The School Board is being asked to approve a one-year contract extension for copier services with Tongass Business Center for the 2020-2021 year.

ISSUE: Board Policy governs the district's purchasing and contracting procedures. Board Policy requires Board approval for expenditures and financial obligations over \$25,000.

BACKGROUND:

Tongass Business Center provides copier services to the district under a 3-year contract initially issued for the 2015-2016 year. The contract states, "KGBSD and TBC, at their mutual pleasure and agreement, may extend this agreement in (1) one year increments until either party terminates." The contract was extended in 2018-2019 and 2019-2020. Tongass Business Center offers a flat rate for these services, as well as in town maintenance and servicing of the district's leased copiers. In response to a request to match other competitive quotes, Tongass Business Center was able to offer a reduced rate for the 2020-2021 year, which saves the district \$8,200 with no reduction in services.

RECOMMENDATION:

Approval of a one-year contract extension to Tongass Business Center to provide copier services to the district for the 2020-2021 year.

ATTACHMENTS:

- FY21 contract renewal letter

FISCAL NOTE:

EXPENDITURE REQUIRED:
\$45,100

AMOUNT BUDGETED:
\$ 53,300

RECOMMENDED ACTION: "I move that the Board of Education approve a one-year contract extension for the 2020-2021 year to Tongass Business Center for copier services, in the amount of \$45,100."



TONGASS BUSINESS CENTER

OFFICE SUPPLIES, FURNITURE, COPIERS, FAXES & REGISTERS

"YOUR BUSINESS RUNS BETTER WITH TBC"

www.tbcenter.com

July 30, 2020

Ketchikan Gateway Borough School District
333 Schoenbar Road
Ketchikan, Alaska 99901

Katie Parrott, Business Manager KGBSD

Dear Katie,

I have prepared and enclosed the FY21 school year invoice 149534-0 in the amount of \$45,100.00 against 4,100,000 copies budgeted for the new school year. I see that the next meeting of the school board is August 12 and that there is ample time to get this request on the agenda.

This replaces completely our previous proposal, and saves the School District \$8,200.00 over last year, with no reduction in service or supplies.

We continue to be very pleased with how the relationship between the District and TBC is working and with our extremely reliable up time on all machines throughout the school district. Please pass on to the teachers and the staff a big thank you for the care they are taking in use and care of our machines. We have noted very few staff related errors requiring service calls this last contract period.

As a side note, I would like to again encourage the district to continue using quality paper in the machines, particularly brand name paper if buying from bulk discount sources other than TBC. It will keep paper jam problems to a minimum in our machines.

We thank you for your continued trust and business.

Sincerely,

Michael Gates
Tongass Business Center
907-228-4692
907-228-4695 (Fax)
Service-dispatch@tbcenter.com

618 Dock Street, Ketchikan, Alaska, 99901

TONGASS BUSINESS CENTER

INVOICE

JUNEAU OFFICE

P: 907-463-3860
 F: 907-463-2565
 tbcjnu@tbcenter.com
 5445 Shaune Dr. Ste. 3
 Juneau, AK 99801



PROUDLY SERVING ALASKA SINCE 1978

OUTLYING COMMUNITIES: 1-800-478-9015

KETCHIKAN OFFICE

P: 907-225-9015
 F: 907-225-9014
 tbcktn@tbcenter.com
 618 Dock St.
 Ketchikan, AK 99901

www.tbcenter.com

INVOICE NUMBER **149534-0**

INVOICE DATE **07/30/20**

ACCOUNT NUMBER **102140**

DEPT NUMBER

BILLTO ADDRESS		SHIPTO ADDRESS			
KETCHIKAN G B SCHOOL DIST 333 SCHOENBAR ROAD KETCHIKAN AK 99901 907-247-3824		KETCHIKAN G B SCHOOL DIST 333 SCHOENBAR ROAD KETCHIKAN AK 99901			
CUSTOMER PURCHASE ORDER	SALESPERSON	PO	ROUTE	PAYCODE	ORDER TAKER
	KETCHIKAN SCHOOL D	FY21COPIES	K3	CHARGE	6MG

ITEM NUMBER	ITEM DESCRIPTION	UM	ORD QTY	SHIP QTY	B/O QTY	SELL PRICE	EXTEND PRICE
TBCMISCMAINT	FY21 COPY CONTRACT ALL SCHOOLS 4,100,000 COPIES AT \$0.011 PER COPY FULL FISCAL YEAR FY21 EXTENSION OF PREVIOUS CONTRACT AT NEW REDUCED RATE 15 COPIERS PER SCHEDULE Customer P/O#87843 SERVICE CHRGS NO LINK CONTRACT	EA	1	1		45100.000	45100.00

THERE IS A **15% RESTOCKING FEE** FOR RETURNS ON SPECIAL ORDER ITEMS.

Subtotal 45100.00

Tax

Total Due 45100.00