

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
INDIAN POLICY AND PROCEDURES COMMITTEE
AGENDA STATEMENT

No. 10 a

MEETING OF August 26, 2020

Reviewed By

Item Title:

NEW BUSINESS

Motion to approve a 3-year milk bid contract
with Alaskan & Proud Market

Superintendent
 Finance

SUBMITTED BY Katie Jo Parrott, Business Manager

Contact Person/Telephone

APPROVED FOR SUBMITTAL

Katie Jo Parrott 247-2116
Name Phone

SUMMARY STATEMENT: The Board of Education is being asked to approve a 3-year contract with Alaskan & Proud Market to provide milk for the school lunch program.

ISSUE: Board Policy governs the district's purchasing and contracting procedures. Board Policy requires Board approval for expenditures and financial obligations over \$25,000. In accordance with the National School Lunch Program guidelines, the Ketchikan Gateway Borough School District is required to offer 1% or nonfat milk for every school lunch.

BACKGROUND: Alaskan & Proud Market was the only respondent to the milk RFQ. A&P began providing milk to the district under an emergency agreement when the existing vendor, Tatsuda's IGA, suffered a catastrophic closure. A&P Market has provided good service to the district. A&P Market has proposed a contract for FY21-23 with a \$.09 increase per ½ pint to adjust for increased freight costs. This increase has been deemed reasonable and fair by district administration and it is recommending approval.

RECOMMENDATION:
Approval of a three-year contract to Alaskan & Proud Market

FISCAL NOTE

<input type="checkbox"/> N/A	EXPENDITURE	AMOUNT
	REQUIRED <u>\$78,000</u>	AVAILABLE <u>\$78,000</u>

EXHIBITS ATTACHED

- FY21 Milk Contract

RECOMMENDED ACTION:

"I move that the Board of Education approve a three-year contract with Alaskan & Proud Market to provide milk."

Ketchikan Gateway Borough School District

333 Schoenbar Rd. • Ketchikan, Alaska 99901

Ph. (907) 247-2109 Fax: (907) 247-3820

Elizabeth Lougee, Superintendent • Katie Jo Parrott, Business Manager

Catherine Alilin, Human Resources • Terri Crofcheck, Special Services • Alonso Escalante, Curriculum



REQUEST FOR QUOTES

SCHOOL BREAKFAST & LUNCH MILK

July 27, 2020

All quotations addressed to the Ketchikan Gateway Borough School District, 333 Schoenbar Rd, Ketchikan, Alaska, 99901, will be accepted by the Ketchikan Gateway Borough School District, located at the Central Office within Ketchikan High School, 2610 Fourth Avenue, Ketchikan, Alaska until 10:00 a.m. August 17, 2020, for furnishing and delivering milk to the lunch rooms of the Ketchikan Gateway Borough School District for the school year beginning in FY21 for three (3) years.

ORIGINAL SPECIFICATIONS

1. All milk shall be delivered in one-half (1/2) pint containers, and shall be properly chilled and suitable for drinking at the time of delivery. Milk still frozen at the time of delivery will not be accepted.
2. Milk shall be white milk only of Grade "A" quality, and shall meet all Federal, State, and local regulations regarding sanitation, quality and nutritional value. It shall be a fluid type of unflavored whole milk with a maximum butterfat content of 1.0%. The vendor shall supply both 0% (non-fat) and 1% milk as requested by the District. (The District expects to request 1% milk primarily.)
3. Milk shall be delivered daily at a time and location designated by the Food Service Manager. Delivery to any location other than shown below shall be at the option of the bidder(s) and subject to negotiations as to price.
4. The quote prices for one-half (1/2) pints of white milk only shall be firm for the entire 2020-2021 school year, except that any unanticipated increase in cost to the successful bidder(s) may be added to the bid price during the 2021-2022 or 2022-2023 school year with prior notification of this increase to the School District and presentation of documents showing the amount of the increase. The increase in cost to the School District shall not exceed the increase in cost to the successful bidder(s), except that the amount may be rounded to the nearest one quarter (1/4) cent.
5. The amount of milk to be delivered during the school year may vary from day to day, and the successful bidder(s) must be prepared to deliver more or less milk daily, at the request of the School District or the lunch room attendant.

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6. The following are estimated amounts of one-half (1/2) pint containers of milk to be used by each school location during the 2020-2021 school year, and are submitted only to assist the bidder(s) in preparing the bid(s).

Houghtaling Elementary School	31,000
Schoenbar Middle School	18,000
Ketchikan High School	15,000
Point Higgins Elementary School	21,000
Revilla High School	4,000
Ketchikan Charter School	18,000
Tongass School of Arts & Science	22,000
Fawn Mountain Elementary	30,000

7. Deliveries shall begin no later than September 8th, 2020 and continue through June 30th, 2021. The District may elect to extend this contract one year, with 30 days notice, through June 30th 2024. Both parties must agree to the extension.

8. **The School District reserves the right to reject any or all bids.**

9. Alaska Statute 36.15.050 reads:

USE OF LOCAL AGRICULTURAL AND FISHERIES PRODUCTS REQUIRED IN PURCHASES WITH STATE MONEY. (a) When agricultural products are purchased using state money, only agricultural products harvested in this state shall be purchased whenever priced no more than seven percent above products harvested outside the state, available, and of like quality compared with agricultural products harvested outside the state.

Please indicate if the product is harvested within the State of Alaska. A bidder may choose to quote or bid both Alaskan and non Alaskan products.

10. The Ketchikan Gateway Borough School District adopted the following policy:

"Whenever legally possible a contract or purchase for \$5,000 or more shall be awarded to a local vendor when such bid or price quote is comparable to the lowest non-local bid and does not exceed the lowest non-local bid by more than 7.5%.

Bidders desiring local bidder status must indicate the "Local Bidder Preference" status with their quote or bid.

11. Submission of a quote assures the Ketchikan Gateway Borough School District that the bidder has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this quote or bid. The bidder, and the firm, association or corporation which the bidder represents is not presently suspended, debarred or otherwise deemed ineligible under federal law or the laws of any state to receive the award of a public contract.

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12. Initial quotes, updated quotes or quote renewal requests or requests for information may be mailed or electronically sent to:

Katie Jo Parrott, Business Manager
Ketchikan Gateway Borough School District
333 Schoenbar Road
Ketchikan, Alaska 99901-6278
katie.parrott@k21schools.org

or delivered to:

Katie Jo Parrott, Business Manager
Ketchikan School District Business Office
2610 Fourth Avenue
Ketchikan, Alaska

Quotes or bids must be signed by an authorized officer.

13. Your quote or bid constitutes an offer to enter into a contract and the award of the quote or bid constitutes a contract. Terms will be the standard and customary terms of the School District.
14. The contract may be awarded by the Ketchikan Gateway Borough School Board at its next regularly scheduled meeting.
15. Questions can be directed to Katie Jo Parrott, Business Manager, 907-247-2116. Bid documentation can be found online at www.kgbsd.org.

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KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
333 SCHOENBAR RD, KETCHIKAN, ALASKA 99901-6278

NAME OF BIDDER Alaskan + Proud Market

ADDRESS OF BIDDER 3816 Tongass Ave.

Ketchikan AK 99901

PHONE # 907-225-1279

Local Bidder Preference? yes no

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The undersigned hereby offers to furnish and deliver, Grade "A" white milk only to the lunch rooms of the Ketchikan Gateway Borough School District for the 2020-2021 school year, subject to the specifications as set forth in the Request for Quotes, for the price of:

White Milk _____ cents per half-pint (\$.68 /1/2 pint)

This milk is harvested from within the State of Alaska yes no

Signature of Officer see email (SP)

Name Sabina Blackwell

Title Store Manager

Date 8/4/2020