

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT BOARD OF EDUCATION  
AGENDA STATEMENT

No. 9 g.

MEETING OF August 24, 2022

ITEM TITLE:

**CONSENT CALENDAR**

Motion to approve a one-year copier contract extension  
with Tongass Business Center for 2022-2023 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 2022-2023 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." Tongass Business Center offers a flat rate for these services, as well as in-town maintenance and servicing of the district's leased copiers. The contract was extended in 2018-2019, 2019-2020, and 2021-2022. The quote for the 2022-2023 service was adjusted with consideration for actual utilization and the addition of two machines in use, with an increase of \$4,719 over the previous year. District administration determines this to be the best value for the district and recommends approval.

RECOMMENDATION:

Approval of a one-year contract extension to Tongass Business Center to provide copier services to the district for the 2022-2023 year.

ATTACHMENTS:

- FY23 contract renewal letter

FISCAL NOTE:

EXPENDITURE REQUIRED:  
\$51,909.00

AMOUNT BUDGETED:  
\$50,000\*

*\*Overage can be absorbed by district wide rentals and leases budget (\$57,000)*

RECOMMENDED ACTION: "I move that the Board of Education **approve a one-year contract extension for the 2022- 2023 year to Tongass Business Center for copier services, in the amount of \$51,909.00.**"



# TONGASS BUSINESS CENTER

OFFICE SUPPLIES, FURNITURE, COPIERS, FAXES & REGISTERS  
"YOUR BUSINESS RUNS BETTER WITH TBC"

[www.tbcenter.com](http://www.tbcenter.com)

August 17, 2022

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

Katie Parrott, Business Manager KGBSD

Dear Katie,

I have prepared and enclosed the FY23 school year invoice IN109062 in the amount of \$51,909.00 which will include up to 3,900,000 copies on the 18 Sharp multifunction printer/copiers we have within the district. Overages, if any, would be billed out at \$0.0121 each. As a valued customer, we have worked hard to maintain the same per unit pricing for you! The only YOY change is from adding 2 more units to our support model.

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.

Best regards,

Mike Gates, Service Dispatch  
Tongass Business Center/Kelley Connct  
907-228-4692  
907-228-4695 (Fax)  
907-617-5058 (Cell)  
[mike.gates@kelleyconnect.com](mailto:mike.gates@kelleyconnect.com)

618 Dock Street, Ketchikan, Alaska, 99901