

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT BOARD OF EDUCATION  
AGENDA STATEMENT

No. 7c

MEETING OF September 25, 2019

REVIEWED BY:       

ITEM TITLE:

PUBLIC HEARING - POLICY

Approval of revised Board Policy 3311 - Procurement (Bids)  
in first reading

Superintendent

Finance

SUBMITTED BY: Katie Jo Parrott, Business Manager

CONTACT PERSON/TELEPHONE:

Katie Parrott                      907-247-2116  
Name                                      Phone

APPROVED FOR SUBMITTAL:

*Beth Lougee*  
Superintendent

SUMMARY STATEMENT:

The School Board is being asked to approve the policy update/revision for Procurement (Bids)

ISSUE:

Board Policy 9310 dictates that "the district shall develop or revise policies and regulations in order to reflect new legislation and changing community views." Additionally, BP 9311 calls for the Superintendent or the Superintendent's designee to "maintain procedures for the continuous orderly review of existing policies at a time allocated for this purposes on the agenda of regular Board meetings... in addition to presenting drafts or suggestions for new policy and policy revisions when changes in law occur or when a specific need arises".

BACKGROUND:

This policy has been reviewed by the Borough Attorney.

RECOMMENDATION:

Approval of the policy revisions as presented.

ATTACHMENTS:

- Proposed revisions

RECOMMENDED ACTION:

"I move that the Board of Education approve the proposed revisions to Board Policy 3311 - Procurement (Bids) in first reading."

## PROCUREMENT (QUOTES & BIDS)

The district shall purchase equipment, supplies and services on a competitive bidding basis when required by law and whenever it appears to be in the best interest of the district to do so. The Superintendent or designee shall establish procedures to ensure that proper procurement standards are followed. ~~Purchases with an estimated cost of \$25,000 or more shall be formally bid.~~ Award or rejection of bids shall be managed by the Superintendent or designee.

The following items may be exempted from formal bid procedures.

1. Curriculum materials
2. ~~proprietary (sole source)~~ items or services only available through one vendor (sole source)
3. supplies or equipment needed in emergencies
4. ~~weekly or monthly food service purchases~~
5. goods or services provided under contract or from federal, state or local government contracts through a purchasing co-op or existing contract where procurement is conducted by another entity.

Purchases of \$5,000 or more but less than \$25,000 require informal quote procedures that include written price quotes from a minimum of three (3) vendors. Purchases with an estimated cost of \$25,000 or more shall be formally bid. Awards will be made by the purchasing office subject to final approval by the Superintendent or designee.

To ensure that good value is received for funds expended, specifications shall be carefully designed and shall describe in detail the quality, delivery and service required.

All bids under Federal awards must be made in accordance with the standards set forth in 2 CFR 200.320 under the Uniform Guidance.

*(cf. 9270 - Conflict of Interest)*

*(cf. 4030 - Nondiscrimination in Employment)*

### **Local Bidder Preference Award**

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%.

No local vendor preference will be allowed if the lowest responsible non-local bid or quote exceeds \$200,000.

“Local” for purposes of the preceding paragraphs means a person or entity who:

- a) Holds a current Alaska business license for a location within the Ketchikan Gateway Borough;
- b) If an individual, maintains a primary residence within the Ketchikan Gateway Borough and is eligible for a Permanent Fund Dividend; or, if an entity, is domiciled within the Ketchikan Gateway Borough as shown on documents on file with the State of Alaska; and
- c) Has actively maintained a primary place of business within the boundaries of the Ketchikan Gateway Borough for a period of one year immediately preceding the date of the bid or quote.

The Superintendent or his or her designee may require such documentation or verification as deemed necessary to determine status as a local vendor.

Legal Reference:

ALASKA STATUTES

- 14.14.060, Relationship between borough school district and borough*
- 14.14.060 (h), Procurement of supplies and equipment*
- 14.14.065, Relationship between city school district and city*
- 14.03.085, Procurement preference for recycled Alaska products*
- 29.71.050, Procurement preferences for recycled Alaska products*
- 35.15, Construction Procedures*
- 36.15.020, Use of local agricultural and fisheries products required in purchases with state money*

ALASKA ADMINISTRATIVE CODE

- 4 AAC 27.085, Competitive pupil transportation proposals*
- 4 AAC 31.080, Construction and acquisition of public school facilities*

CODE OF FEDERAL REGULATIONS

- 2 C.F.R. 200.317-326, Procurement Standards*

*FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT v. BOWERS, 851 P.2d 56 (Alaska 1992)*

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**

**Adoption Date: 10/13/99**

**Revision Date: 9/08/2010**

**Revision Date: 01/29/2014**