

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT BOARD OF EDUCATION
AGENDA STATEMENT

No. 10b

MEETING OF January 24, 2024

ITEM TITLE:

PUBLIC HEARING - POLICY

REVIEWED BY:

Motion to approve revisions to BP 3311
Procurement (Quotes & Bids), in second
reading

Policy Committee
 Finance

SUBMITTED BY: Daniel Schuler, Business Manager, 907 247 2116

APPROVED FOR SUBMITTAL: Michael Robbins, Superintendent

SUMMARY STATEMENT:

Administration is proposing approval of revisions to Board Policy 3311.

ISSUE/BACKGROUND:

The changes proposed are small language changes (ie: adding "his or her" before designee) with the exception of increasing the thresholds from **\$5,000 to \$25,000 and \$25,000 to \$50,000**. The rationale for the recommendation is to start the process of aligning the procurement practices of the District with those of the Ketchikan Gateway Borough, especially considering that a number of the District's projects are those that will be subsequently reimbursed by the Borough either through CIP projects or major maintenance projects. The changes were approved in first reading at the School Board meeting of January 10, 2024.

ATTACHMENTS:

- BP 3311 (with revisions)

RECOMMENDED ACTION:

"I move that the Board of Education **approve revisions to Board Policy 3311, Procurement (Quotes & Bids), in second 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. Award or rejection of bids shall be managed by the Superintendent or **his or her** designee.

The following items may be exempted from formal bid procedures:

1. Curriculum materials
2. Items or services only available through one vendor (sole source)
3. Supplies or equipment needed in emergencies
4. Goods or services provided through a purchasing co-op or existing contract where procurement is conducted by another **governmental** entity.

Purchases of ~~\$5,000~~ **\$25,000** or more but less than ~~\$25,000~~ **\$50,000** require informal quote procedures that include written price quotes from a minimum of three (3) vendors. Purchases with an estimated cost of ~~\$25,000~~ **\$50,000** or more shall be formally bid. Awards will be made by the purchasing office subject to final approval by the Superintendent or **his or her** 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: 09/08/2010

Revision Date: 01/29/2014

Revision Date: 10/9/2019