

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
AGENDA STATEMENT

No. 8 h.

MEETING OF January 10, 2024

Item Title:

CONSENT CALENDAR:

Motion to approve a contract with Ketchikan Lock & Key Co. for New Key System at Ketchikan High School.

REVIEWED BY:

Superintendent
 Finance
 Maintenance

SUBMITTED BY: Al Jacobson, Maintenance Director, 907 225 2416

APPROVED FOR SUBMITTAL: Michael Robbins, Superintendent, 907 247 2109

CONSENT CALENDAR

Matters listed under the "Consent Calendar" are routine and will be enacted by one motion and one vote. The appropriate motion is to: "I move to approve the Consent Calendar." There will be no separate discussion of the items under the Consent Calendar. If a Board member requests discussion, that item will be removed from the Consent Calendar and will be considered under "Unfinished Business."

SUMMARY STATEMENT:

The School Board is being asked to approve a contract with Ketchikan Lock & Key Co. for \$73,176.20. Ketchikan Gateway Borough School District entered a competitive bidding process for this project in November 2023. Ketchikan Lock & Key Co. was identified as the low bidder at the scheduled bid opening at 2pm on December 05, 2023. This is a Ketchikan Gateway Borough funded and approved project.

ISSUE: Board Policy governs the district's purchasing and contracting procedures. Board Policy requires Board approval for expenditures and financial obligations over \$25,000.00.

BACKGROUND:

Ketchikan High School's brass key lock system has not been re-cored since it was first installed in 1993. This 6 pin system has lead to as many as six key cores to be used over the years. This was in response to lost, misplaced, or not turned in upon exit key work orders over the years. The multiple keys are a life and safety issue for our first responders knox boxes. The New system will allow a single key usage, going to a seven pin system allows for more combinations. The old hardware pulled out of Kayhi will allow us to have enough spare cores to allow single key access at other District facilities as well.

ATTACHMENTS:

- Intent To Award

RECOMMENDATION:

Approval of the contract with Ketchikan Lock & Key Co. for New Key System at Ketchikan High School and associated work.

FISCAL NOTE*

[] N/A EXPENDITURE
REQUIRED \$ 73,176.20

RECOMMENDED ACTION *(Only if not approved as part of the Consent Calendar):*

"I move that the Board of Education approve the contract with Ketchikan Lock & Key Co. for a New Key System at Ketchikan High School and associated work in the amount of \$73,176.20"



Ketchikan Gateway Borough School District

TO: All Planholders of Record

FROM: Alan Jacobson, Maintenance Director

DATE: December 05, 2023

RE: Ketchikan High School New Key System Project

Notice Of Intent to Award

Ketchikan Gateway Borough School District received one responsive bids for the above referenced project. Ketchikan Lock and Key was identified as the low bidder at the scheduled bid opening at 2pm on December 05, 2023. Pending no aggrieved bidder within the appeal period of ten (10) calendar days (December 16, 2023). The Ketchikan Gateway Borough School District Board of Education intends to formally award a contract for the project at their regularly scheduled meeting on Wednesday January 10th, 2024.

Thank You for your interest in this project.

CC: Michael Robbins, michael.robbins@k21schools.org

CC: Melissa Johnson, melissa.johnson@k21schools.org

Alan Jacobson

KGBSD Maintenance Director

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