

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT BOARD OF EDUCATION  
AGENDA STATEMENT

No. 8 e.

MEETING OF August 9, 2023

ITEM TITLE:

**CONSENT CALENDAR:**

Motion to approve a one-year copier contract extension  
with Kelley Connect for 2023-24 year

**REVIEWED BY:**

Superintendent  
 Finance

SUBMITTED BY: Daniel Schuler, Business Manager 907 247 2116

APPROVED FOR SUBMITTAL: Michael Robbins, Superintendent

SUMMARY STATEMENT:

The School Board is being asked to approve a one-year contract extension for copier services with Kelley Connect for the 2023-24 school 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:

Kelley Connect (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, 2021-2022 and 2022-2023. The quote for the 2023-24 service was adjusted with consideration for actual utilization and additional machines in use, with an increase of \$5,190, or 10%, over the previous year. This is the second consecutive year with a 10% increase to this contract. District administration recommends approval.

RECOMMENDATION:

Approval of a one-year contract extension to Kelley Connect (Tongass Business Center) to provide copier services to the district for the 2023-24 year.

ATTACHMENTS:

- FY24 contract invoice
- Business & Operations Manager Memo

FISCAL NOTE:

EXPENDITURE REQUIRED: \$57,099      AMOUNT BUDGETED: \$52,500

RECOMMENDED ACTION: "I move that the Board of Education approve a one-year contract extension for the 2023-24 year to Kelley Connect for copier services, in the amount of \$57,099.

**Ketchikan Gateway Borough School District**

333 Schoenbar Rd. • Ketchikan, Alaska 99901

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

Michael Robbins, Superintendent • Melissa Johnson, Deputy Superintendent

Daniel Schuler, Business and Operations Manager • Sally Stockhausen, Special Services

Alonso Escalante, Human Resources Director • Michael Cron, Director of Support Services



August 4, 2023

To: Michael Robbins, Superintendent & the KGBSD Board of Education

From: Daniel B. Schuler, Business & Operations Manager

RE: Kelley Connect FY2023-2024 Contract Renewal

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KGBSD has worked with Kelley Connect to supply needed photocopying equipment throughout the district since 2015-2016. The initial contract was for a three-year period and then has been renewed on an annual basis subsequent to the initial contract period.

I have reached out to Brian Woodman of Kelley Connect and we are going to work on a review of all equipment throughout the district, copy volumes for each piece of equipment and if it makes sense to review and possibly incorporate stand alone small copiers under the umbrella of the larger Kelley Connect contract. The main focus of the review is intended to minimize costs moving forward.

Photocopiers, as with all technology, tend to lend themselves to the potential of upgrading to newer units with increased functionality while either maintaining or decreasing the annual financial commitment with the fleet of equipment. Once that review and report is completed, I will bring back updated information as to what might be available to KGBSD moving forward in order to either upgrade equipment, reduce costs or the implementation of a program that will accomplish both.

**Purchase Order**

**Ketchikan Gateway Borough School District**  
333 Schoenbar Road  
Ketchikan AK 99901

**No. 240232**

Ship via least expensive carrier  
unless otherwise indicated.  
DO NOT SHIP OVERNIGHT OR 2ND DAY

Call for approval if order is exceeded  
by more than 10% of total PO amount.  
\*Include MSDS if applicable\*

Contact Purchasing/Accounts Payable:  
accounts.payable@k21schools.org  
TAX EXEMPTION #3005E

P.O. Date: 07/25/2023

Questions ? Colleen Castle, A/P Supervisor (907)  
247-3824

Ext: Account: T102140

P.O. Issued To :

KELLEY CONNECT  
22710 72ND AVE. S  
KENT WA 980632

Ship To:

KGBSD Central Receiving  
Attn: Colleen Castle  
333 Schoenbar Road  
Ketchikan AK 99901  
(907) 247-2416

Contact:  
Phone: (206) 284-9100

Location: District Administration

Fax:

Project: Undesignated

Req# 244

Reference:

Date Required: 08/08/2023

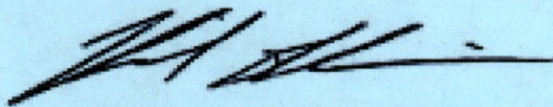
Award Number:

Line	Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freight
1	1	EA		FY24 COPIER LEASE & MAINTENANCE AGREEMENT	100.193.100.441.000	57,099.90	57,099.90	0.00	0.00

**Approval Log**

Approved By	Date	Notes
391046.ccastle	07/24/23	Requisition Submitted for Approval
391046.dschuler	07/25/23	
391046.ccastle	07/25/23	Purchase Order Created

APPROVAL SIGNATURES:



Sub-Total:	57,099.90
Freight:	0.00
Tax:	0.00
<b>Total Amount:</b>	<b>57,099.90</b>

NOTES:

Order Via:

Mail

**FILE COPY**



# CONTRACT INVOICE

**Invoice Number:** IN1370081  
**Invoice Date:** 7/14/2023  
**Account Number:** T102140  
**Balance Due:** \$57,099.90

**Bill To:** KETCHIKAN G B SCHOOL DIST - KGBSD-MASTER ACCT  
 Accounts Payable  
 333 SCHOENBAR ROAD  
 KETCHIKAN, AK 99901  
 US

**Customer:** KETCHIKAN G B SCHOOL DIST - KGBSD-MASTER  
 ACCT  
 333 SCHOENBAR ROAD  
 KETCHIKAN, AK 99901

Account No	Payment Terms	Due Date	Invoice Total	Balance Due
T102140	30 Days	8/13/2023	\$ 57,099.90	<b>\$ 57,099.90</b>

**Invoice Remarks**

Contract Number	Contact	Contract Amount	P.O. Number	Start Date	Exp. Date
TB3118-01		\$ 57,099.90	*	7/1/2020	6/30/2024

**Contract Remarks**

**Summary:**

Contract base rate charge for the 7/1/2023 to 6/30/2024 billing period	\$57,099.90
Contract overage charge for the 7/1/2022 to 6/30/2023 overage period	\$0.00 **
	<b>\$57,099.90</b>

\*\*See overage details below

**Detail:**

**Equipment included under this contract**

**Sharp/SHAMXM550**

Number	Serial Number	Base Adj.	Location
TB1776	85003269	\$0.00	KETCHIKAN G B SCHOOL DIST - REVILLA HIGH SCHOOL 3131 BARANOF KETCHIKAN, AK 99901

Meter Type	Meter Group	Begin Meter	End Meter	Total	Covered	Billable	Rate	Overage	
B\W	B\W	1,075,601 *	1,085,600 *	9,999	*** See overage details below				
								* Estimated meter reading	\$0.00

**Sharp/SHAMXM654N**

Number	Serial Number	Base Adj.	Location
TB3021	55002326	\$0.00	KETCHIKAN G B SCHOOL DIST - FAWN MOUNTAIN 400 HOMESTEAD RD KETCHIKAN, AK 99901 Fawn Mtn Office

Meter Type	Meter Group	Begin Meter	End Meter	Total	Covered	Billable	Rate	Overage
B\W	B\W	1,173,941	1,229,494	55,553	*** See overage details below			
								\$0.00

Number	Serial Number	Base Adj.	Location
TB3022	55002336	\$0.00	KETCHIKAN G B SCHOOL DIST - FAWN MOUNTAIN 400 HOMESTEAD RD KETCHIKAN, AK 99901 Fawn Mtn Teacher'S

Meter Type	Meter Group	Begin Meter	End Meter	Total	Covered	Billable	Rate	Overage
B\W	B\W	1,644,945	1,930,406	285,461	*** See overage details below			
								\$0.00



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<b>Invoice Remarks</b>				

Number	Serial Number	Base Adj.	Location					
TB3023	55002676	\$0.00	KETCHIKAN G B SCHOOL DIST - HOUGHTALING ELEMENTARY 2940 BARANOF AVE KETCHIKAN, AK 99901 Houghtaling Downsta - Equip Contact: TAMI / SHAWNA					
Meter Type	Meter Group	Begin Meter	End Meter	Total	Covered	Billable	Rate	Overage
B\W	B\W	2,231,942	2,300,044	68,102	*** See overage details below			\$0.00

Number	Serial Number	Base Adj.	Location					
TB3024(3)	55002686	\$0.00	KETCHIKAN G B SCHOOL DIST - KGBSD-MASTER ACCT 333 SCHOENBAR ROAD KETCHIKAN, AK 99901 TSAS					
Meter Type	Meter Group	Begin Meter	End Meter	Total	Covered	Billable	Rate	Overage
B\W	B\W	1,908,905	2,076,870	167,965	*** See overage details below			\$0.00

Number	Serial Number	Base Adj.	Location					
TB3025	55002856	\$0.00	KETCHIKAN G B SCHOOL DIST - HIGH SCHOOL - KAYHI 2610 4TH AVE KETCHIKAN, AK 99901 Kayhi Upstairs - Equip Contact: KELLY					
Meter Type	Meter Group	Begin Meter	End Meter	Total	Covered	Billable	Rate	Overage
B\W	B\W	1,584,635 *	1,740,200 *	155,565	*** See overage details below			\$0.00
* Estimated meter reading								

Number	Serial Number	Base Adj.	Location					
TB3026	55002866	\$0.00	KETCHIKAN G B SCHOOL DIST - HIGH SCHOOL - KAYHI 2610 4TH AVE KETCHIKAN, AK 99901 Central Office - Equip Contact: MELANIE					
Meter Type	Meter Group	Begin Meter	End Meter	Total	Covered	Billable	Rate	Overage
B\W	B\W	1,698,419 *	1,772,994 *	74,575	*** See overage details below			\$0.00
* Estimated meter reading								



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T102140	30 Days	8/13/2023	\$ 57,099.90	<b>\$ 57,099.90</b>
<b>Invoice Remarks</b>				

Number	Serial Number	Base Adj.	Location					
TB3027	55002876	\$0.00	KETCHIKAN G B SCHOOL DIST - HIGH SCHOOL - KAYHI 2610 4TH AVE KETCHIKAN, AK 99901 Kayhi Dnstairs - Equip Contact: LORELI					
Meter Type	Meter Group	Begin Meter	End Meter	Total	Covered	Billable	Rate	Overage
B\W	B\W	2,900,029	3,174,970	274,941	***	See overage details below		\$0.00

Number	Serial Number	Base Adj.	Location					
TB3028	55002896	\$0.00	KETCHIKAN G B SCHOOL DIST - SCHOENBAR MIDDLE SCHOOL 217 SCHOENBAR KETCHIKAN, AK 99901 Schoenbar Wall					
Meter Type	Meter Group	Begin Meter	End Meter	Total	Covered	Billable	Rate	Overage
B\W	B\W	928,783 *	1,244,238 *	315,455	***	See overage details below		\$0.00
								* Estimated meter reading

Number	Serial Number	Base Adj.	Location					
TB3029	55002966	\$0.00	KETCHIKAN G B SCHOOL DIST - SCHOENBAR MIDDLE SCHOOL 217 SCHOENBAR KETCHIKAN, AK 99901 Schoenbar Window					
Meter Type	Meter Group	Begin Meter	End Meter	Total	Covered	Billable	Rate	Overage
B\W	B\W	1,059,170 *	1,190,066	130,896	***	See overage details below		\$0.00
								* Estimated meter reading

Number	Serial Number	Base Adj.	Location					
TB3030	55002986	\$0.00	KETCHIKAN G B SCHOOL DIST - KGBSD-MASTER ACCT 333 SCHOENBAR ROAD KETCHIKAN, AK 99901 TSAS					
Meter Type	Meter Group	Begin Meter	End Meter	Total	Covered	Billable	Rate	Overage
B\W	B\W	1,770,386 *	1,944,900 *	174,514	***	See overage details below		\$0.00
								* Estimated meter reading



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T102140	30 Days	8/13/2023	\$ 57,099.90	<b>\$ 57,099.90</b>
<b>Invoice Remarks</b>				

Number	Serial Number	Base Adj.	Location					
TB3061	55009229	\$0.00	KETCHIKAN G B SCHOOL DIST - POINT HIGGINS ELEMENTARY 981 N POINT HIGGINS RD KETCHIKAN, AK 99901 Point Higgins Eleme					
Meter Type	Meter Group	Begin Meter	End Meter	Total	Covered	Billable	Rate	Overage
B\W	B\W	737,584	894,389	156,805	***	See overage details below		\$0.00

Number	Serial Number	Base Adj.	Location					
TB3106	75001303	\$0.00	KETCHIKAN G B SCHOOL DIST - KETCHIKAN CHARTER SCHOOL 410 SCHOENBAR RD KETCHIKAN, AK 99901 Holy Name Annex					
Meter Type	Meter Group	Begin Meter	End Meter	Total	Covered	Billable	Rate	Overage
B\W	B\W	420,158 *	502,664	82,506	***	See overage details below		\$0.00
* Estimated meter reading								

Number	Serial Number	Base Adj.	Location					
TB3108	65003207	\$0.00	KETCHIKAN G B SCHOOL DIST - POINT HIGGINS ELEMENTARY 981 N POINT HIGGINS RD KETCHIKAN, AK 99901 Point Higgins Eleme					
Meter Type	Meter Group	Begin Meter	End Meter	Total	Covered	Billable	Rate	Overage
B\W	B\W	854,045	977,129	123,084	***	See overage details below		\$0.00

Number	Serial Number	Base Adj.	Location					
TB3118	55002493	\$0.00	KETCHIKAN G B SCHOOL DIST - REVILLA HIGH SCHOOL 3131 BARANOF KETCHIKAN, AK 99901 Revilla High CPC Program					
Meter Type	Meter Group	Begin Meter	End Meter	Total	Covered	Billable	Rate	Overage
B\W	B\W	460,338	537,185	76,847	***	See overage details below		\$0.00



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<b>Invoice Remarks</b>				

Number	Serial Number	Base Adj.	Location						
TB3149	75003035	\$0.00	KETCHIKAN G B SCHOOL DIST - KETCHIKAN CENTRAL OFFICE 1900 FIRST AVE STE 224 KETCHIKAN, AK 99901 White Cliff Bldg - Equip Contact: KATIE						
Meter Type	Meter Group	Begin Meter	End Meter	Total	Covered	Billable	Rate	Overage	
B\W	B\W	208,831	280,936 *	72,105	*** See overage details below				
								* Estimated meter reading	\$0.00

Number	Serial Number	Base Adj.	Location						
TB3154	6500089800	\$0.00	KETCHIKAN G B SCHOOL DIST - KGBSD-MASTER ACCT 333 SCHOENBAR ROAD KETCHIKAN, AK 99901						
Meter Type	Meter Group	Begin Meter	End Meter	Total	Covered	Billable	Rate	Overage	
B\W	B\W	413,189 *	799,509 *	386,320	*** See overage details below				
								* Estimated meter reading	\$0.00

### Sharp/SHAMXM754N

Number	Serial Number	Base Adj.	Location						
TB3107	75005130	\$0.00	KETCHIKAN G B SCHOOL DIST - KETCHIKAN CHARTER SCHOOL 410 SCHOENBAR RD KETCHIKAN, AK 99901 Charter School Offi - Equip Contact: SUE						
Meter Type	Meter Group	Begin Meter	End Meter	Total	Covered	Billable	Rate	Overage	
B\W	B\W	779,099	1,025,655	246,556	*** See overage details below				
									\$0.00





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T102140	30 Days	8/13/2023	\$ 57,099.90	<b>\$ 57,099.90</b>
<b>Invoice Remarks</b>				

<b>Overage Details</b>					
Meter Group	Total Copies	Covered Copies	Billable	Rate	Total
B\W	2,857,249	3,900,000	0	\$0.013310	\$0.00
				Base Amount:	\$0.00
					\$0.00
Meter Type	Equip. Number	Serial Number	Begin	End	Copies
B\W	TB1776	85003269	1,075,601	1,085,600	9,999
B\W	TB3021	55002326	1,173,941	1,229,494	55,553
B\W	TB3022	55002336	1,644,945	1,930,406	285,461
B\W	TB3023	55002676	2,231,942	2,300,044	68,102
B\W	TB3024(3)	55002686	1,908,905	2,076,870	167,965
B\W	TB3025	55002856	1,584,635	1,740,200	155,565
B\W	TB3026	55002866	1,698,419	1,772,994	74,575
B\W	TB3027	55002876	2,900,029	3,174,970	274,941
B\W	TB3028	55002896	928,783	1,244,238	315,455
B\W	TB3029	55002966	1,059,170	1,190,066	130,896
B\W	TB3030	55002986	1,770,386	1,944,900	174,514
B\W	TB3061	55009229	737,584	894,389	156,805
B\W	TB3106	75001303	420,158	502,664	82,506
B\W	TB3107	75005130	779,099	1,025,655	246,556
B\W	TB3108	65003207	854,045	977,129	123,084
B\W	TB3118	55002493	460,338	537,185	76,847
B\W	TB3149	75003035	208,831	280,936	72,105
B\W	TB3154	6500089800	413,189	799,509	386,320
<b>Total Grouped Overage Charges:</b>					\$0.00
<b>Total Grouped Base Charges:</b>					\$0.00
<b>Total Meter Group Charges:</b>					\$0.00



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\*\*\*\*\*  
**REMIT PAYMENT TO:**  
Kelley Connect  
22710 72nd Ave S  
Kent WA 98032  
206-284-9100  
\*\*\*\*\*

Invoice SubTotal	\$57,099.90
Tax:	\$0.00
Invoice Total	\$57,099.90
<b>Balance Due:</b>	<b>\$57,099.90</b>

Payment by credit card may be subject to a 3% surcharge.  
To pay online, visit our website: [www.Kelleyconnect.com](http://www.Kelleyconnect.com)