

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT BOARD OF EDUCATION
AGENDA STATEMENT

No. 10 b

MEETING OF August 11, 2021

ITEM TITLE:

NEW BUSINESS

Motion to approve a one-year copier contract extension
with Tongass Business Center for 2021-2022 year

Superintendent
 Finance

SUBMITTED BY: Katie Jo Parrott, Business Manager

CONTACT PERSON/TELEPHONE:

APPROVED FOR SUBMITTAL:

Katie Parrott 907-247-2116

Name

Phone

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 2021-2022 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. Last year, in response to a request to match other competitive quotes, Tongass Business Center was able to offer a reduced rate for the 2020-2021 year, which saved the district \$8,200 with no reduction in services. The quote for the 2021-2022 service was adjusted with consideration for actual utilization and additional machines in use, with a modest increase of \$2,090 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 2021-2022 year.

ATTACHMENTS:

- FY22 contract renewal letter

FISCAL NOTE:

EXPENDITURE REQUIRED:
\$47,190

AMOUNT BUDGETED:
\$47,000

RECOMMENDED ACTION: "I move that the Board of Education approve a one-year contract extension for the 2021-2022 year to Tongass Business Center for copier services, in the amount of \$47,190."



TONGASS BUSINESS CENTER

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www.tbcenter.com

August 2, 2021

Katie Parrott
Ketchikan Gateway Borough School District
333 Schoenbar Road
Ketchikan, AK 99901

Dear Katie,

I have prepared and enclosed the FY22 school year invoice IN876702 in the amount of \$47,190.00 which will include up to 3,900,000 copies on the 16 Sharp multifunction printer/copiers we have within the District. Overages, if any, would be billed out a \$0.0121 each.

We continue to be very pleased with how the relationship between the District and TBC is working and with out extremely reliable up time on all machines throughout the school district. Please pass on to the teachers and staff a big thank you for the care they are taking in the 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 Connect
Service-dispatch@tbcenter.com
907-228-4692
907-225-4695 (Fax)
907-617-5058 (Cell)

618 Dock Street, Ketchikan, Alaska, 99901