NORTH SLOPE BOROUGH SCHOOL DISTRICT

MEMORANDUM

TO: Madeline Hickman, President
Members of the Board

THROUGH: Caitlin Santos, Superintendent

THROUGH: Megan Williams, Director of Finance

FROM: Richard Taylor, Maintenance & Operations Coordinator RT

DATE: October 30, 2026

SUBJECT: **Contract $50K and Over – Alaska Doors** **Memo No. SB27-066** (Action Item)

NSBSD Policy Manual:

Board Policy 3311, 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…Prior to any purchase, the District should review the federal funding award or grant to determine if it requires compliance with OMB's procurement procedures.

Board Policy 3312, Contracts: The Superintendent of designee may enter into contracts and memoranda of agreement (MOA's) on behalf of the District. All contracts and MOAs with a dollar value of $50,000 or greater must be approved by the School Board.

Board Policy 3510, Maintenance: The Board recognizes the importance of timely maintenance and repair of district facilities, property and equipment in ensuring the safety of students and employees, in protecting state and local investment, in providing necessary loss control, and in helping to ensure the availability of capital funding.

NSBSD Strategic Plan Summary:

Student Social & Emotional Wellbeing

Goal 5: Facilitate & maintain culturally, emotionally, & physically safe learning environments

Financial & Operational Stewardship

Goal 7: Standardize high-functioning, efficient, student-focused operations

Issue Summary:

Alaska Door completed repairs to three garage doors, including two at the Maintenance and Operations (M&O) facility in Utqiaġvik and one at Aḷak School in Wainwright. The original quotes for the repairs totaled $12,185, excluding anticipated or estimated labor and additional parts required. Upon completion of the repairs, the District received a final invoice totaling $98,569.54, exceeding the $50,000 threshold requiring Board approval.

The vendor did not adequately communicate the anticipated labor hours or additional parts required as the repairs progressed. With timely communication from the vendor regarding the increased costs, the District would have sought prior Board approval and followed the appropriate purchasing procedures.

Background:

Three garage doors were not functioning, restricting access to District storage areas used for essential equipment and dry food supplies. The District received three quotes from Alaska Door totaling $12,185, consisting of $6,900 for the M&O facility in Utqiaġvik and $5,285 for Aḷak School in Wainwright.

Alaska Door was authorized to proceed with the repairs based on the understanding that the total cost would remain below $50,000. Additional vendor quotes were not obtained due to the anticipated cost of the work. To minimize travel expenses, the technician completed repairs at both the Utqiaġvik and Wainwright locations during a single trip. The completed repairs have restored access to the storage areas at both locations. Preventive maintenance have also been established to help extend the service life of the garage doors.

Length of Contract:

July 1, 2026 – June 30, 2027

Funding Source and Contract Amount:

100.300.600.000.440 in the amount of $45,893.33

100.470.600.000.440 in the amount of $53,032.39

Total Invoice Amount: $98,569.54

Available Budget:

100.300.600.440(M&O): -$18,930.80

100.470.600.440(AIN): -$50,472.38

Grant Funding:

N/A – Operational Funds

Compliance with BP 3311.

BP 3311, Bids, establishes competitive purchasing requirements, including formal bidding procedures when applicable. As this is not a federally funded purchase and the purchase is below $250,000, a formal bid process is not required as the repairs would be funded through the District's general fund and the final invoiced amount remained below $250,000.

As the repairs have already been completed, Administration is seeking retroactive Board approval to address the expenditure exceeding the established approval threshold. Any payment authorization will be subject to verification of the charges, confirmation of available funding, and review of applicable District policies and legal requirements.

Recommendation:

Administration recommends that the Board consider retroactive approval of the garage door repair expenditure, not to exceed $98,569.54, subject to reconciliation of the final invoice and confirmation of the District's payment obligations.

Prior to issuing final payment, Administration will review the original quotes, itemized invoice, and supporting documentation with Alaska Door to reconcile the $86,384.54 difference between the original quoted amount and the final invoice. This review will include verification of labor hours, materials, and additional charges to determine the final amount owed.

Proposed Motion:

"I move that the NSBSD Board of Education approve retroactive authorization for services rendered by Alaska Door, in an amount not to exceed $98,569.54, subject to verification and reconciliation of the final invoice, confirmation of available funding, and compliance with applicable District policies and legal requirements."

Moved by_____ Seconded by_____

Vote_____

Signature: Caitlin Santos (Nov 3, 2026 12:35:51 AKST)
Email: Caitlin.Santos@nsbsd.org

Signature: Richard Taylor (Nov 3, 2026 13:33:28 AKST)
Email: richard.taylor@nsbsd.org

Signature:
Email: megan.williams@nsbsd.org