



**NORTH SLOPE BOROUGH SCHOOL DISTRICT
M E M O R A N D U M**

TO: Robyn Burke, President
Members of the School Board

THROUGH: David Vadiveloo, Chief School Administrator *Dsv*

FROM: MJ Geiser, Assistant Superintendent *MJG*

DATE: June 9, 2023

**SUBJECT: Purchases of Over \$10K -
Alaska Restaurant Supply**

**Memo No: SB23-200
(Informational Item)**

NSBSD Policy Manual:

BP 3300 Expenditures/Expending Authority: The Superintendent or designee may purchase supplies, materials, and equipment in accordance with the law. The Superintendent or designee shall not authorize any proposed expenditure that exceeds the major budget classification allowance against which the expenditure is the proper charge unless an amount sufficient to cover the purchase is available in the budget for transfer.

BP 3310, Purchasing Procedures: The School Board desires to ensure that maximum value is received for money spent by the district and that records are kept in accordance with the law. The Superintendent or designee may issue and sign purchase orders.

BP 3311, Bids: All purchases in the amount of \$20,000 or more shall be based, when possible, on three competitive bids. The Superintendent or designee shall establish procedures to ensure that formal advertised bids are solicited for purchases over \$50,000. When competitive sources do not exist to allow for a bid process, Business office procedures provide for sole source purchases.

Issue Summary:

The culinary kitchen in Qatqiññaigvik was not outfitted with supplies. The Food Services Coordinator, Elizabeth Seitz, provided a list of items necessary. Of the two competitive bids received, Alaska Restaurant Supply was selected. This will allow the Qatqiññaigvik program to provide two-week intensive courses in the area of culinary instruction.

Funding Source and Materials Amount:

Qatqiññaigvik CTE Supplies/Materials/Media account code:	379.200.160.000.450
Culinary supplies for Qatqiññaigvik kitchen:	\$26,061.30
Estimated Freight:	\$12,000.00
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Total:	\$38,084.70

Compliance with BP 3311:

The above complies with Board Policy 3311. Three bids were requested and two were received. Alaska Restaurant Supply, Bargreen Ellingson, and the third company, Restaurant Supply, located in Connecticut, did not provide a quote.

Proposed Motion:

No motion is required. This is an informational Item as the purchases of supplies, materials, and equipment are within the discretion of the Chief School Administrator or designee.

Signature: Mary Jane Geiser
Mary Jane Geiser (Jun 10, 2023 09:58 AKDT)

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Signature: David Vadiveloo
David Vadiveloo (Jun 10, 2023 15:30 AKDT)

Email: david.vadiveloo@nsbsd.org