



**SOUTHEAST ISLAND SCHOOL DISTRICT
BOARD OF EDUCATION**
Special Meeting
Monday, January 29, 2024

VISION STATEMENT

Students are equipped to realize their dreams and aspirations.

MISSION STATEMENT

Together we will foster student skills to achieve their goals and thrive in an ever-changing world.

AGENDA

MEETING: 4:00 PM
LOCATION: Audio/Video Conference
VIRTUAL URL: <https://us02web.zoom.us/j/86075742868?pwd=RnduaFoxOERLM09xRmxUMV FJNlg1Zz09>

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. DISTRICT VISION, MISSION, AND GOALS
5. APPROVAL OF AGENDA
6. WELCOME TO VISITORS
7. PUBLIC COMMENT 3
8. BUSINESS ITEMS
 - A. Purchase 2023 AWD Ford Transit Wagon from Kendall Ford Marysville for \$62,973.00 5
 - B. FY 2024 Employment
 - 1. Classified Employment, Pending Receipt of Required Documentation: Lesley Vines (Paraprofessional, Kasaan)
 - 2. Extracurricular Contracts: Amanda Baker (Literacy Engagement & Battle of the Books Coach, Hollis)
 - C. Sale of 10' x 16' D-Log Cabin 15
9. PUBLIC COMMENT 16
10. BOARD COMMENT
11. ADJOURNMENT

MEETING CONDUCT

The School Board desires to conduct its meetings effectively and efficiently. All Board meetings shall begin on time and shall be guided by an agenda prepared and delivered in advance to all Board members and other designated persons.

Parliamentary Procedure

Board meetings shall be conducted by the president in a manner consistent with adopted Board bylaws and generally accepted parliamentary procedures.

Quorum

A majority of the number of filled positions on the Board constitutes a quorum.

Unless otherwise provided by law, affirmative votes by a majority of the Board's membership are required to approve any action under consideration, regardless of the number of members present.

Abstentions

The Board recognizes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. A member may only abstain due to a publicly declared conflict of interest. When a member abstains because of a conflict of interest, the abstention shall be considered to concur with the action taken by the majority of those who vote, whether affirmatively or negatively.

(cf. 9270 - Conflict of Interest)

Public Participation

Because the Board has a responsibility to conduct district business in an orderly and efficient way, the following procedures shall regulate public presentations to the Board.

1. The Board shall give members of the public an opportunity to address the Board either before or during the Board's consideration of each agenda item.
2. At a time so designated on the agenda, members of the public also may bring before the Board matters that are not listed on the agenda of a regular meeting. The Board may refer such a matter to the Superintendent or designee or take it under advisement. The matter may be placed on the agenda of a subsequent meeting for action or discussion by the Board.
3. A person wishing to be heard by the Board shall first be recognized by the president. They shall then identify themselves and proceed to comment as briefly as the subject permits.

MEETING CONDUCT (continued)

4. The President may establish rules to govern the procedure whereby persons address the Board.
5. With Board consent, the president may modify the time allowed for public presentation or may rule on the appropriateness of a topic. If the topic would be more suitably addressed at a later time, the president may indicate the time and place when it should be presented.
6. No oral presentation shall include charges or complaints against any employee of the Board, including the Superintendent, regardless of whether or not the employee is identified by name or by another reference which tends to identify. Charges or complaints against employees must be submitted to the Board under the provisions of Board policy and administrative regulations related to such complaints.

(cf. 1312.1 - Complaints Concerning School Personnel)
(cf. 9312 - Executive Sessions)

7. No disturbance or willful interruption of any Board meeting shall be permitted. Persistence, by an individual or group, shall be grounds for the chair to terminate the privilege of addressing the meeting. The Board may remove disruptive individuals and order the room cleared if necessary.

(cf. 9320 - Meetings)
(cf. 9322 - Agenda/Meeting Materials)

Legal Reference:

ALASKA STATUTES
29.20.020 Meetings public

Review 1/04, 1/05
Revised 6/11

**SOUTHEAST ISLAND SCHOOL DISTRICT
12- to 15-Passenger Van Acquisition Project**

REQUEST FOR PROPOSALS
Released: January 9, 2024

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INTRODUCTION

PURPOSE OF THE REQUEST FOR PROPOSALS (RFP)

Southeast Island School District is seeking proposals for the acquisition of a 12- to 15-passenger van to support our transportation needs. The purpose of this RFP is to invite qualified vendors to submit their proposals for consideration. Proposals should follow the request for proposal without deviation.

By submitting a proposal, the vendor warrants that they are familiar with the project requirements, have visited or otherwise examined the delivery site, and are aware of the conditions to be encountered. Vendors shall review all documents and addendums, which are available on the SISD website at <https://www.sisd.org> (select "Menu," then "Requests for Proposals & Bids" under the "Quick Links" heading), to ascertain all of the requirements of this RFP.

SCOPE OF WORK

The selected vendor will be responsible for supplying a reliable and safe 12- to 15-passenger van meeting the following specifications:

- Capacity: 12-15 passengers
- Model Year: 2023 or newer
- Fuel Type: Gasoline
- Fuel Efficiency: Prefer 20 MPG or higher
- Drive Train: 4-wheel drive or all wheel drive
- Safety Features: Compliance with all relevant safety standards and features (e.g., airbags, seat belts, backup cameras, etc.)
- Accessibility: Consideration for accessibility features if available
- Maintenance: Minimum 3 years/36,000 mile warranty; scheduled maintenance and after-sales service options

ADMINISTRATIVE

CONTRACTUAL CONTACT

Any bidder in doubt as to the meaning of any part of the specifications or other documents may submit a written request for an interpretation/clarification. Any questions regarding proposal submittal may be directed to:

Name	Rod Morrison
Address	P.O. Box 19569 Thorne Bay, AK 99919
Phone	907-828-8254
FAX	907-828-8257
Email	rmorrison@sisd.org

DELIVERY CONTACT

Any logistical questions regarding delivery to the SISD may be directed to:

Name	Terri Kohn
Address	P.O. Box 19569 Thorne Bay, AK 99919
Phone	907-828-8254
FAX	907-828-8257
Email	tkohn@sisd.org

BID DOCUMENT REQUESTS, SUBMITTAL, AND AWARD

REQUESTS

Bid documents may be requested from the school district by contacting Terri Kohn at the address listed above and are posted on the SISD webpage at <https://www.sisd.org>. Select *Menu* from the upper right of the website, then select *Requests for Proposal & Bids* under the *Quick Links* heading.

SUBMITTAL

The bid proposal is to be submitted to the Southeast Island School District Office in two sealed envelopes. Please label the outer envelope clearly with the following:

- Bid documents enclosed: Southeast Island School District 12- to 15-Passenger Van Acquisition Project
- Name, address, and phone number of the bidder
- Attention: Terri Kohn

The envelopes must be delivered to Southeast Island School District at the address listed in the request for proposals. The bid should be sealed in a second envelope labeled clearly with the following:

- Sealed Bid: Southeast Island School District 12- to 15-Passenger Van Acquisition Project
- Name of the bidder
- Do not open until date and time indicated on the Request for Proposals

Faxes or electronic bids are not accepted. No responsibility will attach any officer or agent for the failure to open a bid not properly addressed and identified.

Any bid may be withdrawn or withdrawn and resubmitted before the deadline for bid receipt.

FINAL FORMAL AWARD

The SISD Representative will recommend award in accordance with this RFP.

SCHEDULE OF EVENTS

Event	Date
1. RFP post on website/distribution to newspaper	1/9/2024
2. Questions from vendors about scope or approach due	1/12/2024
3. Responses to vendors due (posted on website)	1/15/2024
4. PROPOSAL DUE DATE	1/22/2024 (4:00 PM AK time)
5. Target date for panel review of proposals	1/23/2024
6. Anticipated School Board review/vendor approval	1/24/2024
7. Anticipated award date (after 10-day protest period)	2/5/2024

GUIDELINES FOR PROPOSAL PREPARATION

PROPOSAL SUBMISSION

Award of the contract(s) resulting from this RFP will be based upon the contractor's bid(s) whose offer(s) will be the most advantageous to Southeast Island School District in terms of cost, functionality, timeline and other factors as specified elsewhere in this RFP or associated contract documents.

Southeast Island School District reserves the right to:

- Reject any or all offers, to waive any informalities or irregularities, and discontinue this RFP process without obligation or liability to any potential Vendor.
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers.
- Award more than one contract.
- Terminate a contract due to late delivery, non-delivery, or delivery of materials not as specified (ie. wrong size).

Vendor's proposal shall be submitted as set forth below. Vendor's proposal in response to this RFP will be incorporated into the final agreement between Southeast Island School District and the selected Vendor(s). The submitted proposals are suggested to include each of the following sections:

1. Executive Summary
2. Scope Approach, Deliverables, and Methodology
3. Bid Form

4. Detailed and Itemized Pricing
5. Appendix B: Non-collusion Affidavit
6. Appendix C: Licenses, Insurance, and Proof of Authority to Sell Material

The detailed requirements for each of the above-mentioned sections are outlined below.

DETAILED RESPONSE REQUIREMENTS

1. EXECUTIVE SUMMARY

This section will present a synopsis of the Vendor's responses to the RFP. The Executive Summary should be a brief overview of the engagement, and should identify the main features and benefits of the vehicle and total cost of the project.

2. SCOPE, APPROACH, AND DELIVERABLES, AND METHODOLOGY

Include detailed procedures and technical expertise for the tasks listed below. Each task should include a description of each major type of work being requested of the vendor. The proposal should reflect each of the tasks listed below and include items/forms for the Southeast Island School District 12- to 15-Passenger Van Acquisition Project in this document.

Interested vendors are requested to submit the following information:

1. Company Profile: Overview of the vendor's experience, history, and expertise in providing passenger vehicles.
2. Product Specifications: Detailed information about the proposed van,, including technical specifications, safety features, and any additional features.
3. Pricing: Clear breakdown of costs including purchase price, taxes, delivery charges, and any additional fees.
4. Warranty and Service: Details on warranty coverage, maintenance schedules, and after-sales service options.
5. Client References: References from/contact information for at least three references from previous clients for whom similar vehicles have been supplied.

3. BID FORM

Include completed bid form (page 8 of this RFP).

4. DETAILED AND ITEMIZED PRICING

Include a fee breakdown of all requirements and options. The bid may provide price quotes, which should include a lump sum bid. Where required, bidders must provide quotes on all items and are warned that failure to do so shall disqualify the bid. The lump sum price must be typed or written in ink in both words and figures for each bid called for. In case of discrepancies between words and figures, the written words shall govern. If erasures or changes appear on the forms, the person signing the bid must initial each erasure or change.

5. DELIVERABLES

Include a timeline and completion date for delivery of the vehicle.

6. APPENDIX B: NON- COLLUSION AFFIDAVIT

The bid submittal must include a non-collusion affidavit to be considered responsive. The bidder must also acknowledge they have read the conflict of interest document.

EVALUATION FACTORS FOR AWARD

CRITERIA

Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration given to operational, technical, cost, and management requirements. Evaluation of offers will be based upon the Vendor's responsiveness to the RFP and the total price quoted for all items covered by the RFP.

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a Vendor or Vendors:

1. The extent to which Vendor's proposed solution fulfills Southeast Island School District's stated requirements as set out in this RFP.
2. Vehicle quality, safety features, and reliability
3. Pricing and overall value for the proposed van(s)
4. Warranty, maintenance, and after-sales service offerings
5. Vendor's reputation and past performance
6. Vendor's ability to deliver the vehicle in accordance with the specifications set out in this RFP.

Southeast Island School District may, at their discretion and without explanation to the prospective Vendors, at any time choose to discontinue this RFP without obligation to such prospective vendors

NON-COLLUSION AFFIDAVIT

I, _____ of _____
(Name) (Business Name)

being duly sworn, do depose and state; that I, or the firm, association, or corporation, of which I am a representative, is a Bidder, on the contract to be awarded by the Southeast Island School District for:

_____ SISD 12- to 15-Passenger Van Acquisition _____ Project

Located on Prince of Wales Island in the State of Alaska, and have not, either directly or indirectly entered into any agreement, participated in any collusion, or otherwise take any action in restraint of free and open competition in connection with such contract.

Bidder Signature

STATE OF _____)
: ss.
_____ JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 20__, before me, the undersigned, a notary public in and for the State of _____, duly commissioned and sworn, personally appeared _____, to me known and known to me to be the person named in and who executed the within and foregoing document, and he acknowledged that he executed the same freely and voluntarily, for the uses and purposes therein mentioned.

WITNESS my hand and official seal the day and year in this certificate first above written.

Notary Public, State of _____
My commission expires: _____

SISD CONFLICT OF INTEREST STATEMENT

1. Submittal of a Bid shall constitute certification pertaining to assurance prohibiting conflict of interest arising with certain employees of the Southeast Island School District or Board members.
2. Bidder certifies that School District employees or School Board members are not in conflict of interest (tax exempt under IRS code 501 exempted) with its Bid and Board Policy as follows:
3. No School Board Member, employee of the District, or such person's spouse or other member of his/her household shall have any interest in the business submitting a bid to the Southeast Island School District.
 - i. Such person owns a sole proprietorship, or; is a partner in a partnership, or is an officer, director, major shareholder (five percent (5%) or more of the outstanding shares) or has management control in a corporation that submits a bid or quotation to the School District, or attempts to enter or enters into a contract with the School District.
 - ii. Such person has any significant (five percent (5%) or more) financial interest in any sale, lease or rental to the School District of any service or property with knowledge at the time of receiving or acquiring such interest that the School District intends to purchase, lease or rent the property or service.
 - iii. School Board members or employees of the Southeast Island School District may apply for a Waiver of Conflict of Interest or make disclosure of apparent conflict of interest in accordance with School Board Policy.



SOUTHEAST ISLAND SCHOOL DISTRICT

BID FORM

Include this form with your sealed bid.

Project Title: Southeast Island School District 12- to 15-Passenger Van Acquisition Project

BIDDER INFORMATION

Bidder: _____

Address: _____ City, State, Zip: _____

Telephone: _____ Fax: _____

Alaska Business License Name: _____ Number: _____

Alaska Professional License Type: _____ Number: _____

Federal Tax Identification Number: _____

Individual(s) to Sign Contract: _____ Title: _____

Individual(s) to Sign Contract: _____ Title: _____

Type of business enterprise (check one): Corporation in the State of: _____

Individual Partnership Other (specify): _____

I certify that I am a duly authorized representative of the firm listed above and materials enclosed with this proposal accurately represent capabilities of the office(s) listed above for providing the services indicated. The District is hereby authorized to request any owner identified in this proposal to furnish any pertinent information deemed necessary to verify information provided or regarding reputation performance and capabilities of the Offeror and subcontractors. I certify no member of the School Board or District employee, or spouse or other member of his/her household shall have any undisclosed interest as noted in the Instructions to Bidders and Conflict of Interest statement included in this Request for Proposals.

Signature: _____ Date: _____

Name: _____ Title: _____



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BB 9323 Meeting Conduct

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(cf. 9322 - Agenda/Meeting Materials)

Legal Reference:

ALASKA STATUTES

[29.20.020 Meetings public](#)

Review 1/04, 1/05

Revised 6/11

Adoption Date: 04/09/98

Southeast Island School District
