



Spokane Public Schools  
excellence for everyone

REVISED  
10/26/22

### Agenda Item Details

Meeting	Oct 26, 2022 - Regular Meeting
Category	7. CONSENT AGENDA
Subject	D. Alternate Purchase No.123-2223; Bargreen Ellingson Restaurant Supply and Design, Nutrition Services Small Wares Prime Vendor for FY 2022-23, Accessing Bid No. 24-2021 (Revised)
Type	Action (Consent)

### **Recommendation:**

Approve an expenditure increase of \$60,0000 to the Nutrition Services' Small Wares Prime Vendor contract with Bargreen Ellingson Restaurant Supply and Design, Spokane, WA. This revision increases the authorized expenditures to \$135,000 for the 2022-2023 fiscal year.

### **Background:**

This recommendation is for an increase to the award of Alternate Purchase No. 123-2223, as approved by the school board August 24, 2022, for an exclusive, or prime vendor, contract for the purchase of small, low dollar, durable items used by the Nutrition Services programs district wide. This increase provides for for small wares to be used by the two new middle schools, Flett and Yasuhara. By accessing this contract, Nutrition Services will be able to maintain consistency of equipment within their cafeteria kitchens and procure small wares for immediate delivery. This additional amount will be for the 2022-2023 fiscal year only. Expenditures for start up equipment for the new middle schools will be paid for by the capital projects fund with the remaining purchases paid for from the general fund.

*Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.*

### **Motion & Voting**

Motion by: Nikki Lockwood. Second by Jenny Slagle.  
Yes: Melissa Bedford, Nikki Lockwood, Jenny Slagle, Mike Wiser.  
Final Resolution: Motion carries.

PREVIOUS  
10/28/22  
line 2 added

10/28/22  
line 2 added

NAME OF PURCHASE:	
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Loc #: 680	Req #:	Req Date:	10.17.22	Due Date:
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**DO NOT USE**

PO #: 230188

PO Date: 10/28/22

Bid/Quote: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

R 62211

Other: \_\_\_\_\_

Spokane Public Schools  
Nutrition Services  
200 N Bernard St.  
Spokane, WA 99201  
Attn: Ellen Ramus or Dennis Baird

Bargreen Ellingson  
223 W Boone Ave  
Spokane, WA 99201  
Phone #: 509.324.2939  
Fax #:

<b>Ordered By:</b>		(Signature)
<b>Approved By:</b>	<u>R. T. Doughty</u> <u>10.17.22</u>	(Budgetary Signature) <u>S. J. A.</u> <u>10.20.22</u>
<b>Special Remarks:</b>		

R. T. Donnelly

10.17.22

(Budgetary Signature)

ure) *ST* 10-20-22

Special Remarks:

Will items on requisition be used for;	(NOTE, ALL QUESTIONS MUST BE ANSWERED)
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...Grant Funding? ☒ YES ☐ NO Yes IF for Federal Grant or Non-Federal Grant operated in partnership with a Federal Grant.

...Elementary Instruction? ☐ YES ☒ NO If yes, approval needed from a Director of Elementary Curriculum. 

Instruction?	Elementary Curriculum
...Secondary Instruction? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	If yes, approval needed from the Director of Secondary Curriculum.

...Tech Services, hardware or software? ☐ YES ☒ NO If yes, approval needed from the Director of Technology Services. →

[illegible]

SUBTOTAL	\$	51,649.66
0.00%	\$	-

SHIFTING & HANDLING RATE	0.00 %	\$ -
<b>SUBTOTAL</b>		<b>\$ 51,649.66</b>

SUBTOTAL	\$	51,849.66
9.00%	\$	4,648.47

SALES TAX RATE	9.00%	\$	4,648.47
Revised 04/03/10	<b>TOTAL</b>	\$	56,208.13

<b>TOTAL</b>	\$ 56,298.13
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Yasuhara			
NS	Capital	Total	27,714.78
64.81	131.32	NS	4,847.50
335.83	91.78	Capital	22,867.28
29.70	2,256.53		
51.28	595.35		
116.32	72.00		
127.81	575.39		
4,121.75	17,603.69		
	148.20		
	1,393.02		

Flett			
NS	Capital	Total	28,583.35
3,733.80	17,502.80	NS	5,442.34
335.83	(447.60)	Capital	23,141.01
29.70	758.64		
51.28	2,256.53		
116.32	595.35		
303.41	350.48		
84.54	371.47		
127.81	27.82		
64.81	72.00		
531.01	172.00		
63.83	71.67		
	172.00		
	575.39		
	148.20		
	514.26		

# MEMORANDUM

October 26, 2022



Spokane Public Schools  
*excellence for everyone*

☐ Information Only

☐ Action Required By \_\_\_\_\_

☐ Due Back By \_\_\_\_\_

SUBJECT: Alternate Purchase No.123-2223; Bargreen Ellingson Restaurant Supply and Design, Nutrition Services Small Wares Prime Vendor for FY 2022-23, Accessing Bid No. 24-2021 (*Revised*)

## RECOMMENDATION

It is recommended that the board approve the Nutrition Services' Small Wares Prime Vendor contract revision to Bargreen Ellingson Restaurant Supply and Design, Spokane, WA, for an additional amount of \$60,000 to be added to the original amount of \$75,000 for the 2022-2023 fiscal year.

## BACKGROUND

This recommendation is for funds be added to the original Alternate Purchase No. 123-2223, as approved by the school board August 24, 2022, to renew an exclusive, or prime vendor, contract for the purchase of small, low dollar, durable items used by the Nutrition Services programs district wide. This additional amount is for small wares to be used by the two new middle schools, Flett and Yasuhara. By accessing this contract, Nutrition Services will be able to maintain consistency of equipment within their cafeteria kitchens and arrange for individual emergency site drop-offs when circumstances require immediate delivery. This additional amount will be for the 2022-2023 fiscal year only. Just over \$10,000 of these funds will be expended through the General Fund; the rest will come from capital project dollars.

An official website of the United States government  
[Here's how you know](#)



You have 2 new alerts  
[Show / Hide Alerts](#)



Search

All Words

e.g. 1606N020Q02

Select Domain  
Entity Information



All Entity Information

Entities

Disaster Response Registry

Exclusions

Filter By



Keyword Search

For more information on how to use our keyword search, visit our [help guide](#)

☐ Any Words [i](#)

☐ All Words [i](#)

☐ Exact Phrase [i](#)

e.g. 123456789, Smith Corp



Spokane Public Schools  
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Page 1 of 1

REVISED  
10/28/22

PURCHASE ORDER NUMBER:

230188

PO DATE: 10/28/22

ORDER DUE DATE: 09/01/22

PAYMENT MAY BE DELAYED UNLESS PO# APPEARS ON  
ALL INVOICES, SHIPPING PAPERS, AND PACKAGING.

VENDOR NUMBER  
005505

VENDOR PHONE NUMBER  
(509) 324-2939  
FX (509) 324-2944

REQUISITION NUMBER  
R62211

VENDOR INFORMATION  
BARGREEN ELLINGSON  
223 W BOONE AVE  
SPOKANE, WA 99201-0000

ATTN:  
BID/QUOTE NO.: 24-2021  
CONTRACT NO.: B-JPR-SMALL WARE  
BUYER: PAM T  
BUYER PHONE NO.: (509) 354-7127

SHIP TO: NUTRITION SERVICES  
200 N BERNARD ST  
SPOKANE, WA 99201

SEND INVOICE TO: NUTRITION SERVICES  
200 N BERNARD ST  
SPOKANE, WA 99201

FOR:

ALL INVOICES AND CORRESPONDENCE MUST BE SENT TO THIS ADDRESS  
REGARDLESS OF THE SHIPPING DESTINATION.

ITEM	QTY	UNIT	DESCRIPTION	UNIT PRICE	ITEM TOTAL
0001	75,000	\$	REFERENCE RFP NO. 24-2021, NUTRITION SERVICES SMALL WARES PRIME VENDOR, DATED 6/08/21. PURCHASE CONTRACT RENEWAL WAS APPROVED BY THE SCHOOL BOARD ON 08/24/22 FOR SUPPLYING NON-ELECTRIC SMALL WARE ITEMS IN SUPPORT OF THE NUTRITION SERVICES MEAL PROGRAMS. ALL ORDERS WILL BE PLACED BY EACH INDIVIDUAL KITCHEN, THE NUTRITION SERVICES STAFF, OR THE WAREHOUSE IN ACCORDANCE WITH THE SPECIFICATIONS, TERMS AND CONDITIONS OF THE AFOREMENTIONED RFP. THE PERIOD OF THIS PURCHASE ORDER SHALL BE FROM 9/01/22 THROUGH 8/31/23.	1.00	75,000.00
0002	1	LOT	REFERENCE RFP NO. 24-2021, NUTRITION SERVICES SMALL WARES PRIME VENDOR, DATED 6/08/21. PURCHASE CONTRACT REVISION WAS APPROVED BY THE SCHOOL BOARD ON 10/26/22 FOR SUPPLYING NON-ELECTRIC SMALL WARE ITEMS IN SUPPORT OF THE NUTRITION SERVICES MEAL PROGRAMS AT FLETT AND YASUHARA MIDDLE SCHOOLS.	51,649.66	51,649.66
				Subtotal	126,649.66
				Tax	11,398.47
				PO TOTAL	138,048.13

ARTICLES SPECIFIED ARE SUBJECT TO THE FOLLOWING CONDITIONS:

1. Goods other than those specified on this order must not be substituted without authorization.
2. The right of cancellation in case of long delay in shipment is reserved.
3. If the quantity shipped is short of the purchase order quantity, specify on the packing slip if item is backordered or canceled.
4. If not sold F.O.B. destination, prepaid shipping charges, if any, and invoice accordingly. No C.O.D.'s will be accepted.
5. Payments shall be paid within 30 days receipt of an acceptable invoice provided goods/services have been received.
6. Authorization for price discrepancies is necessary only if total order is increased more than \$25.

INTERNAL USE ONLY

RECEIVING SIGNATURE: \_\_\_\_\_

DATE REC'D: \_\_\_\_/\_\_\_\_/\_\_\_\_

PURCHASE ORDER  
AUTHORIZED BY: \_\_\_\_\_

*Pam Satosky*



### **Agenda Item Details**

Meeting	Aug 24, 2022 - Regular Meeting
Category	6. CONSENT AGENDA
Subject	C. Alternate Purchase No.123-2223; Bargreen Ellingson Restaurant Supply and Design, Accessing Bid No. 24-2021
Type	Action (Consent)

### **Recommendation:**

Approval of the Nutrition Services' Small Wares Prime Vendor contract renewal to Bargreen Ellingson Restaurant Supply and Design, Spokane, WA, for an estimated amount of \$75,000 for the 2022-2023 fiscal year.

### **Background:**

This recommendation is to renew an exclusive, or prime vendor, contract for the purchase of small, low dollar, durable items used by the Nutrition Services programs district-wide. With the volume of small wares that are purchased annually, it was deemed more efficient to utilize a Request for Proposal (RFP) solicitation to award a single contract rather than obtaining multiple quotations throughout the year. By renewing this type of "prime vendor" contract, the district can maintain consistency in equipment and arrange for individual, emergency site drop-offs when circumstances require immediate delivery. The RFP pricing can be accessed by all district departments including the warehouse. This recommended renewal to Bargreen Ellingson will access the first of four optional one-year contract periods as provided in the RFP specifications. Since the requested dollar amount is only an anticipated estimate, it is also recommended that the board approve additional expenditures of 10% over the initial contracted amount (\$75,000) if deemed necessary by the Nutrition Services supervisors. The expenditures resulting from this recommendation will be paid from the district's general fund.

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### **Motion & Voting**

Motion by: Nikki Lockwood. Second by: Melissa Bedford.

Yes: Melissa Bedford, Jenny Slagle, Riley Smith, Nikki Lockwood, Mike Wiser

Final Resolution: Motion carries.

**AUTHORIZATION FOR ALTERNATIVE PURCHASE PROCESS**

**GOODS – Dollar Threshold** \$40,000-75,000 ☐  
Over \$75,000 ☒

**SERVICES – Dollar Threshold** **FEDERAL** - Over \$5,000 ☐  
**STATE** - \$40,000-\$300,000 ☐  
**STATE** – Over \$300,000 ☐

School Board Approval Required ☒

Rationale: Single Source ☐  
Service ☐  
Books\* ☐  
Accessing Existing Contract ☒

Spokane Public Schools RFP 24-2021  
(agency) (no.)

Vendor: Bargreen Ellingson

Purchase Description: Nutrition Services Cafeteria Small Wares

Rationale: In support of Nutrition Services meal program

Estimated Amount: \$ 75,000.00

Originating Department Contact Person: Doug Wordell / Nutrition Services

Purchasing Agent Approval: 

Date Forwarded for Authorization: 08/24/2022

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Associate Superintendent  
School Support Services

Board Approval Date 08/24/22 PO# 230188 by: pt



SPOKANE PUBLIC SCHOOLS  
Spokane, Washington

Loc #: 680	Req #:	Req Date: 9-Aug-22	Due Date:
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**Suggested Vendor:**  
Reference Bid 24-2021  
Bargreen Ellingson  
  
Phone #:  
Fax #:

PO #: 230188

PO Date: 9/1/22

Bid/Quote: RFP 24-2021

Other: A1+ 123-2223

R62211

(Signature)

**Approved By:**

(Budgetary Signature)

**Special Remarks:**

220188

**(NOTE, ALL QUESTIONS MUST BE ANSWERED)**

...Grant Funding? ☒ YES ☐ NO

**Yes IF for Federal Grant or Non-Federal Grant operated in partnership with a Federal Grant.**

...Elementary Instruction? ☐ YES ☒ NO

**If yes, approval needed from a Director of Elementary Curriculum.** \_\_\_\_\_➔

...Secondary Instruction? ☐ YES ☒ NO

**If yes, approval needed from the Director of Secondary Curriculum.** \_\_\_\_\_→

...Tech Services,  
hardware or software? ☐ YES ☒ NO

**If yes, approval needed from the Director of Technology Services.** \_\_\_\_\_

[illegible]

SUBTOTAL	\$	75,000.00
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SHIPPING & HANDLING RATE	0.00%	\$
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<b>SUBTOTAL</b>	<b>\$</b>	<b>75,000.00</b>
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SALES TAX RATE	9.00%	\$	6,750.00
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<b>TOTAL</b>	\$	81,750.00
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Page 1 of 1

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230188

PO DATE: 09/01/22

ORDER DUE DATE: 09/01/22

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005505

VENDOR PHONE NUMBER  
(509) 324-2939  
FX (509) 324-2944

REQUISITION NUMBER  
R62211

VENDOR INFORMATION  
BARGREEN ELLINGSON  
223 W BOONE AVE  
SPOKANE, WA 99201-0000

ATTN:  
BID/QUOTE NO.: 24-2021  
CONTRACT NO.: B-JPR-SMALL WARE  
BUYER: PAM T  
BUYER PHONE NO.: (509) 354-7127

SHIP TO: NUTRITION SERVICES  
200 N BERNARD ST  
SPOKANE, WA 99201

SEND INVOICE TO: NUTRITION SERVICES  
200 N BERNARD ST  
SPOKANE, WA 99201

FOR:

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REGARDLESS OF THE SHIPPING DESTINATION.

ITEM	QTY	UNIT	DESCRIPTION	UNIT PRICE	ITEM TOTAL
0001	75,000	\$	REFERENCE RFP NO. 24-2021, NUTRITION SERVICES SMALL WARES PRIME VENDOR, DATED 6/08/21. PURCHASE CONTRACT RENEWAL WAS APPROVED BY THE SCHOOL BOARD ON 08/24/22 FOR SUPPLYING NON-ELECTRIC SMALL WARE ITEMS IN SUPPORT OF THE NUTRITION SERVICES MEAL PROGRAMS. ALL ORDERS WILL BE PLACED BY EACH INDIVIDUAL KITCHEN, THE NUTRITION SERVICES STAFF, OR THE WAREHOUSE IN ACCORDANCE WITH THE SPECIFICATIONS, TERMS AND CONDITIONS OF THE AFOREMENTIONED RFP. THE PERIOD OF THIS PURCHASE ORDER SHALL BE FROM 9/01/22 THROUGH 8/31/23.	1.00	75,000.00
				Subtotal	75,000.00
				Tax	6,750.00

ARTICLES SPECIFIED ARE SUBJECT TO THE FOLLOWING CONDITIONS:

PO TOTAL 81,750.00

1. Goods other than those specified on this order must not be substituted without authorization.
2. The right of cancellation in case of long delay in shipment is reserved.
3. If the quantity shipped is short of the purchase order quantity, specify on the packing slip if item is backordered or canceled.
4. If not sold F.O.B. destination, prepay shipping charges, if any, and invoice accordingly. No C.O.D.'s will be accepted.
5. Payments shall be paid within 30 days receipt of an acceptable invoice provided goods/services have been received.
6. Authorization for price discrepancies is necessary only if total order is increased more than \$25.

INTERNAL USE ONLY

RECEIVING SIGNATURE: \_\_\_\_\_

DATE REC'D: \_\_\_\_/\_\_\_\_/\_\_\_\_

PURCHASE ORDER  
AUTHORIZED BY: \_\_\_\_\_

*Pam Satosky*