



Agenda Item Details

Meeting	Aug 23, 2023 - Regular Meeting
Category	5. CONSENT AGENDA
Subject	F. Alternate Purchase No.111-2324; Bargreen Ellingson Restaurant Supply and Design, Nutrition Services Small Wares Prime Vendor, Accessing Bid No. 24-2021 (Renewal)
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 anticipated estimated amount of \$125,000.00 for the 2023-2024 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 second 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 if deemed necessary by the Nutrition Services supervisors. This expenditure will be paid 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: Director Bedford. Second by: Director Lockwood
Yes: Melissa Bedford, Nikki Lockwood, Jenny Slagle, Mike Wiser
Final Resolution: Motion carries.

AUTHORIZATION FOR ALTERNATIVE PURCHASE PROCESS

GOODS - Dollar Threshold \$40,000-75,000 []
Over \$75,000 [X]

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

School Board Approval Required [X]

Rationale: Single Source []
Service []
Accessing Existing Contract [X]

Bargreen Ellingson
(agency)

SPS RFP 24-2021
(no.)

Purchase Description: Nutrition Services Small Wares Prime Vendor

Rationale: Small wares in support of the Nutrition Services meal program FY 2023-2024 FY

Estimated Amount: **\$125,000.00**

Originating Department Contact Person: Becky Doughty / Maintenance

Purchasing Agent Approval: *Paul Carson*

Date Forwarded for Authorization: 8/16/23

Approval Signature: *Board Approval* Date: 8/23/23
Chief Finance Officer

Board Approval Date 8/23/23

PO# 240188

by: pt

11/2/23

Purchase Requisition for Miscellaneous Supplies *separate*

SPOKANE PUBLIC SCHOOLS
Spokane, Washington

us Supplies separate from NS purchases

NAME OF PURCHASE:

Loc #: 680

Req #:

Req Date: 11-Aug-23

Due Date:

Deliver To:

Nutrition Services

Suggested Vendor:

Reference Bid 24-2021
Bargreen Ellingson

Phone #:

Fax #:

DO NOT USE

PO #: 246188

PO Date: 9/1/23

Bid/Quote: RFP 24-2021

Other: A/H 111-2324

R63757

Ordered By:

(Signature)

Approved By:

(Budgetary Signature)

Special Remarks:

Will items on requisition be used for:

(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]

SPOKANE PUBLIC SCHOOLS
Spokane, Washington

DO NOT USE

PO Date: line 2

Bid/Quote:

Other:

Suggested Vendor:

Bargreen

Phone: 509-354-7173 Fax:
509-354-7133

Ordered By:

(Signature)

Approved By:

(Signature)

TOTAL _____



Spokane Public Schools
excellence for everyone

Page 1 of 1 *warehouse line 2*
Separate from NS

REVISED
11/2/23

PURCHASE ORDER NUMBER:
240188

PO DATE: 11/02/23

ORDER DUE DATE: 09/01/23

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
R63757

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
2815 E GARLAND AVE
SPOKANE, WA 99207

SEND INVOICE TO: NUTRITION SERVICES
2815 E GARLAND AVE
SPOKANE, WA 99207

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	100,000	\$	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 08/23/23 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 9/01/23 THROUGH 8/31/24. 680198N44 -65611	1.00	100,000.00
0002	25,000	\$	PRODUCT ROUTINELY STOCKED IN THE WAREHOUSE THAT IS PURCHASED TO SUPPORT THE NUTRITION SERVICES PROGRAM. 1 -14100	1.00	25,000.00
RECEIVING COPY				Subtotal	125,000.00
				Tax	11,250.00

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, 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.

PO TOTAL 136,250.00

INTERNAL USE ONLY

RECEIVING SIGNATURE: _____

DATE REC'D: ____/____/____

PURCHASE ORDER
AUTHORIZED BY: _____

Pam Sotosky



Spokane Public Schools
excellence for everyone

Page 1 of 1

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240188

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005505

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

REQUISITION NUMBER
R63757

VENDOR INFORMATION
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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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INTERNAL USE ONLY

RECEIVING SIGNATURE: _____

DATE REC'D: ____/____/____

PURCHASE ORDER
AUTHORIZED BY: _____

Pam Satosky

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All Words

e.g. 1606N020Q02



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Entity Information



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

B. Carson

Filter By

Keyword Search

For more information on how to use our keyword search, visit our help guide

Simple Search

Search Editor

- ☐ Any Words *i*
- ☐ All Words *i*
- ☐ Exact Phrase *i*

e.g. 123456789, Smith Corp

"Bargreen Ellingson" ×

Entity ▼

Location ▼

Status ^

- ☒ Active
- ☐ Inactive

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