



Agenda Item Details

Meeting	Aug 09, 2023 - Regular Meeting
Category	5. CONSENT AGENDA
Subject	L. Bid No. 12-1819; Bongards Creameries, USDA Cheese Processing, Alternate Purchase No. 108-2324
Type	Action (Consent)

Recommendation:

Approve issuance of a purchase order to Bongards Creameries, Bongards, MN, in the anticipated amount of approximately \$130,000.00 for processing USDA bulk cheese commodities into school meal products per the terms and conditions of RFP No. 12-1819 for the 2023-2024 fiscal year.

Background:

This recommendation is to partner with a USDA approved cheese processor who will take the district's federal USDA bulk cheese allotment and make it into cheese sticks, slices, shreds and other finished cheese products. There are only two USDA approved cheese processors for these types of products, Bongards Creameries and Land O'Lakes. Both approved vendors provide suitable products, and both responded to the solicitation. The initial award was made as an all or none contract rather than a line-item basis due to USDA single drop shipment volume requirements. Prices are deemed fair and reasonable. This renewal will access the fourth and final of four optional one-year renewals per the RFP terms and conditions. It is also recommended that the board allow for overages in the amount of 10% (\$13,000.00) should it become necessary in the course of the 2023-2024 meal preparations. Expenditures from this purchase 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 Lockwood. Second by: Director Bedford.
Yes: Melissa Bedford, 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 [X]
STATE – Over \$300,000 []

School Board Approval Required []

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

Bongard's Creameries
(agency)

SPS RFP 12-1819
(no.)

Purchase Description: USDA Cheese processing

Rationale: Bulk cheese is processed into shreds, sticks and slices for food program use

Estimated Amount: **\$130,000.00**

Originating Department Contact Person: Becky Doughty / Nutrition Services

Purchasing Agent Approval: *Paul Carson* 7-20-23

Date Forwarded for Authorization: 7/20/23

Approval Signature: _____ Date: _____
Chief Finance Officer

Board Approval Date 8/9/23

PO# 240155

by: pt

SPOKANE PUBLIC SCHOOLS
Spokane, Washington

Loc #: 680	Req #:	Req Date:	18-Jul-23	Due Date:
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Suggested Vendor:

Phone #:
Fax #:

DO NOT USE

PO #: 240155

PO Date: 9/1/23

Bid/Quote:

Other: AA 108-2324

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. _____>

Qty.	Unit	Description	Account #	Stock #	Unit Cost	Total Cost
1	EA	USDA Cheese Processing	1-14100		\$ 130,000.00	\$ 130,000.00
		USDA Cheese Processing 7/1/23 through 6/30/24	DZ 7/19/23			
		Cheese Delivered 9/1/23 through 8/30/24				
		Send copy of PO to Nutrition Services				
SUBTOTAL					\$	130,000.00
SHIPPING & HANDLING RATE					\$	-
SUBTOTAL					\$	130,000.00
SALES TAX RATE					0.00%	\$ -
TOTAL					\$	130,000.00

Form 10-0009 Rev. 10/15 Web Form 10-0009 Stores OR-1506 Building Retention: 2 years Revised 04/03/19

MEMORANDUM

August 9, 2023



Spokane Public Schools
excellence for everyone

☐ Information Only

☐ Action Required By _____

☐ Due Back By _____

Subject: Bid No. 12-1819 (*Renewal*); Bongards' Creameries, USDA Cheese Processing for FY 2023-24, Alternate Purchase No. 108-2324

Recommendation:

Approve issuance of a purchase order to Bongards' Creameries, Bongards, MN, in the anticipated approximate amount of \$130,000 for processing USDA bulk cheese commodities into school meal products per the terms and conditions of RFP No. 12-1819 for the 2023-2024 FY.

Background:

This recommendation is for Spokane Public Schools to partner with a USDA approved cheese processor who will take the district's federal USDA bulk cheese allotment and make it into cheese sticks, slices, shreds and other finished cheese products. There are only two USDA approved cheese processors for these types of products – Bongard's Creameries and Land O'Lakes. Both approved vendors provide suitable product and they each responded to the solicitation. The initial award was made as an "all or none" contract rather than on a line-item basis due to USDA single drop shipment volume requirements. Prices are deemed fair and reasonable. This renewal will access the fourth and final of four optional one-year renewals per the RFP terms and conditions. It is also recommended that the board allow for overages in the amount of 10% (\$13,000) should it become necessary in the course of the 2023-2024 meal preparations. Expenditures from this purchase will be paid from the general fund.



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e.g. 1606N020Q02

"Bongard's Creameries"

Federal Organizations

Enter Code or Name



Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.



Spokane Public Schools
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Page 1 of 2

PURCHASE ORDER NUMBER:

240155

PO DATE: 09/01/23

ORDER DUE DATE: 09/01/23

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

VENDOR NUMBER
032851

VENDOR PHONE NUMBER

REQUISITION NUMBER
R63746

VENDOR INFORMATION
BONGARDS CREAMERIES
13200 COUNTY ROAD 51
NORWOOD YOUNG AMERICA, MN 55368

ATTN:
BID/QUOTE NO.: 12-1819
CONTRACT NO.: B-JPR-CHEESE
BUYER: PAM T
BUYER PHONE NO.: (509) 354-7127

SHIP TO: CENTRAL WAREHOUSE
2815 E GARLAND AVE
SPOKANE, WA 99207

SEND INVOICE TO: BUDGET AND ACCOUNTING
200 N BERNARD ST
SPOKANE, WA 99201

FOR: JEANETTE PRIEN

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

ITEM	QTY	UNIT	DESCRIPTION	UNIT PRICE	ITEM TOTAL
0001	130,000	\$	REFERENCE BID NO. 12-1819, USDA CHEESE PROCESSING - EXTRUDED CHEESE STICKS, SLICES AND SHREDS, DATED JANUARY, 2019. AWARD OF PURCHASE ORDER RENEWAL TO YOUR FIRM WAS APPROVED BY THE SCHOOL BOARD ON 8/09/23 TO PROVIDE THE FOLLOWING IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE AFOREMENTIONED BID SPECIFICATIONS. THIS USDA CHEESE TO BE DIVERTED TO YOUR PLANT FOR PROCESSING INTO VARIOUS PRODUCTS UTILIZED IN THE DISTRICT'S NUTRITIONAL MEAL PROGRAMS. THE TERM OF THIS PURCHASE ORDER IS FROM 9/1/23 THROUGH 8/31/24 TO SUPPLY THE FOLLOWING AS ORDERED BY THE AUTHORIZED DISTRICT PERSONNEL NAMED: ALEX NAVARRETE DENNIS BAIRD DOUG WORDELL SAMANTHA SLIPPER ROBBIE TRUITT ELLEN RAMUS JEANETTE PRIEN 1) 402951, MOZZARELLA STRING CHEESE \$14.81/CS 4) 111371, SLICED AMERICAN CHEESE \$32.42/CS 6) 755191, SHREDDED, MILD CHEDDAR \$16.45/CS 7) 755071, SHREDDED, MOZZARELLA \$15.70/CS	1.00	130,000.00
					CONTINUED

ARTICLES SPECIFIED ARE SUBJECT TO THE FOLLOWING CONDITIONS:

PO TOTAL

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 Introsky



240155

REQUISITION NUMBER R63746

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

PO TOTAL	130,000.00
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AUTHORIZED BY:

Pam Jatosky