

**AUTHORIZATION FOR ALTERNATIVE PURCHASE PROCESS**

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

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

School Board Approval Required [X]

Rationale: Single Source [ ]  
Service [ ]  
Books\* [ ]  
Accessing Existing Contract [X]

Spokane Public Schools 12-1819  
(agency) (no.)

Vendor: Bongard's Creameries

Purchase Description: USDA Cheese Processing

Rationale: Support for Nutrition Services Programs

Estimated Amount: \$ 100,000.00

Originating Department Contact Person: Doug Wordell / Nutrition Services

Purchasing Agent Approval: *Barb Carson*

Date Forwarded for Authorization: 08/11/2021

Approval Signature: *N/A - Board Approval* Date: \_\_\_\_\_  
Associate Superintendent  
School Support Services

Board Approval Date 08/11/21 PO# 220155 by: pt

# MEMORANDUM



Spokane Public Schools  
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☐ Information Only

☐ Action Required By \_\_\_\_\_

☐ Due Back By \_\_\_\_\_

August 11, 2021

To: Cindy Coleman  
Chief Finance and Business Services Officer

Subject: Bid No. 12-1819 (*Renewal*); Bongards' Creameries, USDA Cheese Processing for FY 2021-22, Alternate Purchase No. 120-2122

Recommendation:

Approve issuance of a purchase order to Bongards' Creameries, Bongards, MN, in the anticipated approximate amount of **\$100,000** for processing USDA cheese commodities into school meal units per the terms and conditions of RFP No. 12-1819 for the 2021-2022 FY.

Background:

This recommendation is for Spokane Public Schools to partner with a USDA approved cheese processor who will take the district's federal 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. The original solicitation was sent to both approved vendors, and they each responded. Previous taste tests have concluded that both processors have satisfactory cheese products suitable for the district's Nutrition Services program. This 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 third of four possible one-year renewals per the RFP terms and conditions. It is also recommended that the board allow for overages in the amount of 10% (\$10,000) should it become necessary in the course of the 2021-2022 meal preparations. Expenditures from this purchase will be from the general fund.

**Agenda Item Details**

Meeting	Aug 11, 2021 - Regular Meeting
Category	6. CONSENT AGENDA
Subject	J. Bid No. 12-1819; Bongards' Creameries, USDA Cheese Processing for FY 2021-22, Alternate Purchase No. 120-2122
Type	Action (Consent)

**Recommendation:**

Approve issuance of a purchase order to Bongards' Creameries, Bongards, MN, in the anticipated approximate amount of \$100,000 for processing USDA bulk cheese commodities into school meal units per the terms and conditions of RFP No. 12-1819 for the 2021-2022 fiscal year.

**Background:**

This recommendation is to partner with a USDA-approved cheese processor who will take the district's federal 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. The original solicitation was sent to both approved vendors, and they each responded. Previous taste tests have concluded that both processors have satisfactory cheese products suitable for the Nutrition Services program. This 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 third of four possible one-year renewals per the RFP terms and conditions. It is also recommended that the board allow for overages in the amount of 10% (\$10,000) should it become necessary in the course of the 2021-2022 meal preparations. Expenditures from this purchase will be 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**

President Haynes requested a motion to approve the Consent Agenda as presented.

Motion by Aryn Ziehnert, second by Jenny Rose Slagle.

Final Resolution: Motion Carries

Yes: Jerrall Haynes, Mike Wiser, Jenny Rose Slagle, Nikki Otero Lockwood, Aryn Ziehnert

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Entity Name

Bongards' Creameries (006153712)





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Page 1 of 2

PURCHASE ORDER NUMBER:

220155

PO DATE: 09/01/21

ORDER DUE DATE: 09/01/21

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

VENDOR NUMBER  
032851

VENDOR PHONE NUMBER

REQUISITION NUMBER  
R60538

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	150,000	\$	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 8/11/21 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 9/1/21 THROUGH 8/31/22 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 \$11.22/CS 2) 402931, COLBY JACK CHEESE STICK \$13.30/CS 3) 402911, CHEDDAR CHEESE STICK \$13.30/CS 4) 101371, SLICED AMERICAN CHEESE \$17.01/CS	1.00	150,000.00
					*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, 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: \_\_\_\_\_

*Pm Satosky*



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Page 2 of 2

PURCHASE ORDER NUMBER:  
220155

PO DATE: 09/01/21	ORDER DUE DATE: 09/01/21	PAYMENT MAY BE DELAYED UNLESS PO# APPEARS ON ALL INVOICES, SHIPPING PAPERS, AND PACKAGING.
VENDOR NUMBER 032851	VENDOR PHONE NUMBER	REQUISITION NUMBER R60538

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  FOR: JEANETTE PRIEN	SEND INVOICE TO: BUDGET AND ACCOUNTING 200 N BERNARD ST SPOKANE, WA 99201  ALL INVOICES AND CORRESPONDENCE MUST BE SENT TO THIS ADDRESS REGARDLESS OF THE SHIPPING DESTINATION.

ITEM	QTY	UNIT	DESCRIPTION	UNIT PRICE	ITEM TOTAL
0002	0	.	4A) 101351, LOW SODIUM SLICED AMERICAN CHEESE \$16.00/CS 6) 755191, SHREDDED, MILD CHEDDAR \$10.70/CS 7) 755071, SHREDDED, MOZZARELLA \$10.56/CS 10A) 104441, SLICED PEPPER JACK \$ 9.91/CS 11A) 104431, SLICED SWISS \$15.30/CS 12A) 104411, SLICED CHEDDAR \$12.14/CS 13A) 104461, SLICED PROVALONE \$ 9.48/CS 14A) 104451, SLICED MOZZARELLA \$ 6.85/CS	0.00 Unknown	
				Subtotal	150,000.00
				Tax	0.00

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 150,000.00

INTERNAL USE ONLY	
RECEIVING SIGNATURE: _____	DATE REC'D: ____/____/____

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

*Am Satosky*