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 | 12-1819 | |
| (agency) | (no.) | |
| Vendor: Bongard's Cre | eameries | |
| Purchase Description: USDA Cheese Processing Rationale: Support for Nutrition Services Programs Estimated Amount: \$100,000.00 Originating Department Contact Person: Doug Words | | |
| |) | |
| Purchasing Agent Approval: Date Forwarded for Authorization: 08/11/2021 | t | |
| Board Approval Date 08/11/21 PC | _{D#} _220155 by: _pt | |

MEMORANDUM

Spokane Public Schools

excellence for everyone

Information Only

Action Required By

☐ Due Back By

August 11, 2021

| Γo: | Cindv | 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.

21.08.11.PT.USDA Cheese Proc.



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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| Bongards' Creameries (006153712) | × | |



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General Services Administration

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Purchase Requisition for Miscellaneous Supplies SPOKANE PUBLIC SCHOOLS Spokane, Washington

| Deliver To: Deliver To: Deliver To: Suggested Vendor: Pros. 22 0 0 5 | | | NAME OF PURC | CHAS | E: | | | | | | |
|--|------------|--------------------------|-------------------------|-------------|-----------------|--------------|--------|-------------------|---------------|-----------|-------|
| Deliver To: Warehouse RFP 12-1819 Bongards Creameries Phone #: Fax #: Phone #: Fax #: Phone #: P | Loc#. | 680 | Req#; | Req Da | ite: 18-Jun-21 | Due Date: | | | | 620 | |
| Warehouse RFP 12-1819 Bongards Creameries Phone #: Pax #: Cordered By: (Signature) (Budgetary Signature) (Budgetary | Dellara Ta | | | | | 0 | Vond | | | | |
| Bongards Creameries Phone #: Fax #: Cordered By: Approved By: Special Remarks: Will Items on requisition be used for; Grant Funding? IVES NO Operated in partnership with a Federal Grant operated in partnership with a Federal Grant. Elementary IVES INO If yes, approval needed from the Director of Instruction? Tech Services IND If yes, approval needed from the Director of Secondary Curriculum. IVES IND If yes, approval needed from the Director of Instruction Operated In Instruction Operated Inst | | Warehou | | | REP 12-1 | (20.00) | vena | or: | | 9/1/21 | |
| Ordered By: Approved By: Approved By: Special Remarks: Will Items on requisition be used for; Grant Funding? VES NO Yes IF for Federal Grant or Non-Federal Grant operated in partnership with a Federal Grant. | | , varenee | | | | | | | | 111120- | 2172 |
| Ordered By: Approved By: Special Remarks: Will Items on requisition be used for; | | | | | | | | | 1 | / | |
| Ordered By: Approved By: Special Remarks: Will Items on requisition be used for; Grant Funding? | | | | | Phone #: | | | | | | |
| Approved By: Special Remarks: Will Items on requisition be used for; Grant Funding? | | | | | Fax #: | | | | R 60538 | | |
| Will Items on requisition be used for; Grant Funding? | | Or | dered By: | | | | | | 920 | | |
| Will Items on requisition be used for; Grant Funding? | | Арр | roved By: | | 1 Indil | / | | (Budgetary Signa | ture) | 129/21 | |
| Will items on requisition be used for; (NOTE, ALL QUESTIONS MUST BE ANSWERED) Grant Funding? No | | Special | Remarks: |) | wing | | | | 0 | 210155 | 5 |
| operated in partnership with a Federal Grant. Elementary No If yes, approval needed from a Director of Elementary Curriculum. Secondary YES NO If yes, approval needed from the Director of Secondary Curriculum. Tech Services, YES NO If yes, approval needed from the Director of Technology Services. Oly Unit Description Account # Slock # Unit Cost Total Cost | Will ite | ms on re | equisition be used for; | | (NOTE, ALL QU | JESTIONS MUS | ST BE | ANSWERED) | | | |
| If yes, approval needed from a Director of Elementary Curriculum. | | Grant F | unding? YES | NO | | | | | | | |
| ## Secondary YES NO If yes, approval needed from the Director of Secondary Curriculum. | - | El | ementary yes | Z NO | If yes, approva | needed from | | | | | |
| Tech Services, YES NO If yes, approval needed from the Director of Technology Services. City Unit Description Account # Stack # Unit Cost Total Cost 1 EA USDA Cheese Processing 1-14100 \$ 100,000.00 \$ 100,000.00 USDA Cheese Processing 7/1/21 through 6/30/22 Cheese Delivered 9/1/20 through 8/30/22 Send copy of PO to Nutrition Services PECEIVED USDA Cheese Processing 7/1/21 through 6/30/22 Cheese Delivered 9/1/20 through 8/30/22 PUBCHASING SERVICES SUBTOTAL \$ 100,000.00 SHIPPING & HANDLING RATE 0.00% \$ 5 - 5 - 5 - 5 - 5 - 5 - 5 - 5 - 5 - 5 | | | | | | | the Di | rector of | | | |
| Cly. Unit Description Account # Stock # Unit Cost Total Cost | | Inst | truction? | ✓ NO | | | | \longrightarrow | | | |
| 1 EA USDA Cheese Processing 1-14100 \$ 100,000.00 \$ 100,000.00 USDA Cheese Processing 7/1/21 through 6/30/22 Cheese Delivered 9/1/20 through 8/30/22 Send copy of PO to Nutrition Services FECEIVED PURCHASING SERVICES SUBTOTAL \$ 100,000.00 SHIPPING & HANDLING RATE 0.00% \$ - SUBTOTAL \$ 100,000.00 | hardy | Tech ware or s | Services, YES YES | ₹ NO | | | the Di | rector of | | | |
| USDA Cheese Processing 7/1/21 through 6/30/22 Cheese Delivered 9/1/20 through 8/30/22 Send copy of PO to Nutrition Services PECEIVED JUL 1 2021 PURCHASING SERVICES SUBTOTAL \$ 100,000.00 SHIPPING & HANDLING RATE 0.00% \$ - SUBTOTAL \$ 100,000.00 | Qty. | Unit | Desc | cription | | Account # | | Stock # | Unit Cost | Total Cos | it |
| Cheese Delivered 9/1/20 through 8/30/22 | 1 | EA | USDA Chee | se Proce | ssing | 1-14100 | | | \$ 100,000.00 | \$ 100,0 | 00.00 |
| Cheese Delivered 9/1/20 through 8/30/22 | | | | | | | | | | | |
| Send copy of PO to Nutrition Services | | | USDA Cheese Process | ing 7/1/21 | through 6/30/22 | | | | | | |
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| PURCHASING SERVICES PURCHASING SERVICES SUBTOTAL \$ 100,000.00 SHIPPING & HANDLING RATE 0.00% \$ - SUBTOTAL \$ 100,000.00 | | | Send copy of PO | to Nutritio | n Services | | | | | | |
| PURCHASING SERVICES PURCHASING SERVICES SUBTOTAL \$ 100,000.00 SHIPPING & HANDLING RATE 0.00% \$ - SUBTOTAL \$ 100,000.00 | | | | | | | | | | | |
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| | | STIPPING & HANDLING RATE | | | | | | 00.00 | | | |
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| orm 10-0009 Rev. 10/15 Web Form 10-0009 Stores OR-1505 Building Retention 2 years Revised 04/03/19 TOTAL \$ 100 000 00 | | | | 1 | | | S | ALES TAX RATE | 0.00% | S | |

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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

ALL INVOICES AND CORRESPONDENCE MUST BE SENT TO THIS ADDRESS

FOR:

| FORE | JEANET | TE PRIE | N REGARDLESS OF THE S | IPPING 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 AUTHROIZED 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 | *CONTINUED | |
| ARTICI | ES SPECIFIE | ED ARE SU | JBJECT TO THE FOLLOWING CONDITIONS: | PO TOTAL | | |

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.

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RECEIVING SIGNATURE:

DATE REC'D:

PURCHASE ORDER AUTHORIZED BY:

Latisky

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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

EOD:

SHIP TO: CENTRAL WAREHOUSE 2815 E GARLAND AVE

SPOKANE, WA 99207

SEND INVOICE TO:

BUDGET AND ACCOUNTING

200 N BERNARD ST SPOKANE, WA 99201

ALL INVOICES AND CORRESPONDENCE MUST BE SENT TO THIS ADDRESS

| FOR: JEANETTE PRIEN | | | REGARDLESS OF THE SHIPPING DESTINATION. | | | | |
|---------------------|------------|-----------|--|---|--|---------------------------|------------------------------|
| ITEM | QTY | UNIT | DESC | RIPTION | | UNIT PRICE | ITEM TOTAL |
| 0002 | 0 | | 4A)101351, LOW SODIUM AMERICAN CHE 6) 755191, SHREDDED, M 7) 755071, SHREDDED, M 10A)104441, SLICED PEP 11A)104431, SLICED SWI 12A)104411, SLICED CHE 13A)104461, SLICED PRO 14A)104451, SLICED MOZ | ESE ILD CHEDDAR OZZARELLA PER JACK SS DDAR VALONE | \$10.56/CS \$ 9.91/CS \$15.30/CS \$12.14/CS \$ 9.48/CS | 0.00 U Subtotal Tax | nknown 150,000.00 0.00 |
| ARTICI I | ES SPECIFI | ED ARE SU | JBJECT TO THE FOLLOWING CO | NDITIONS: | | PO TOTAL | 150,000.00 |

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 In Jatosh