

# DOING BUSINESS WITH



**KENAI PENINSULA BOROUGH SCHOOL DISTRICT  
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Website: [www.kpbsd.k12.ak.us](http://www.kpbsd.k12.ak.us)

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## **Welcome to the Kenai Peninsula Borough School District**

The Kenai Peninsula Borough School District is a K-12 public school entity, operating 44 schools which include traditional schools, alternative high schools, charter schools and a home school program. The district covers approximately 25,600 square miles, which is larger than the entire state of West Virginia. 2,827 students are transported 7,725 miles daily on school buses and approximately 900,000 school lunches are served a year throughout the district. The district is a major user of goods and services.

### **Purchasing Policy**

The Kenai Peninsula Borough School District operates a centralized purchasing/warehouse program. The mission of the purchasing department is to cost-effectively provide quality goods and services to the students and staff of the Kenai Peninsula Borough School District. Our goal is to maintain the highest standards of ethics and professionalism and to preserve the best interests of the district as we provide genuine value and timely service. The Purchasing Department is the only department authorized to sign and issue purchase orders. Supplies and equipment ordered with a purchase order are delivered to the central receiving warehouse unless otherwise specified.

A procurement card authorization or purchase order (P.O.) properly numbered, signed and authorized are the only methods by which the district obligates itself to a vendor. This policy is supported by Kenai Peninsula Borough School Board policy that states every transaction between buyer and seller involving the transfer of property, equipment, or supplies shall be made by purchase order, procurement card, formal contract, or petty cash expenditure.

Vendors are strongly advised not to provide materials or services to the district without first obtaining an authorized purchase order from the purchasing department or procurement card authorization. Purchases made in the name of the district without an authorized purchase order or procurement card may be considered a donation to the district or a personal obligation of the person making the purchase and not an obligation of the district.

### **What does the Kenai Peninsula Borough School District buy?**

The needs of the Kenai Peninsula Borough School District are diverse. They include basic instructional materials for reading, writing, math, science, art and athletic supplies, furniture, audio and video equipment, office equipment, custodial supplies, computers, printers, copiers, software, and transportation services. The student nutrition department purchases food supplies and food service equipment. The district warehouse purchases and stock paper products, custodial supplies, ink and print cartridges, and classroom and office supplies.

### **Vendor Contacts**

The district urges vendors to deal directly with the purchasing department on all purchasing related matters including sales calls, sales presentations, promotions, catalog distribution, and pricing issues. For questions regarding returns, exchanges, and

substitutions, vendors should call the district warehouse. Vendors are discouraged from making sales calls directly to the school sites or to district personnel. The district maintains a competitive environment in its approach to purchasing. Vendors should first contact the head buyer or other purchasing department personnel for direction and advice before making any sales presentations. This will save time and minimize confusion as to proper roles and authority in the district's procurement process. **Department contact information and business opportunities are available by contacting the district web page, [www.kpbsd.k12.ak.us](http://www.kpbsd.k12.ak.us), or by calling the purchasing department at 907-714-8876.**

### **New Vendors**

All vendors who wish to do business with the district must first submit a completed and manually signed W-9. The completed form may be faxed, emailed, or delivered to the purchasing or accounting department. This form may be found on the IRS website or on the district web page, [www.kpbsd.k12.ak.us/departments.aspx?id=284](http://www.kpbsd.k12.ak.us/departments.aspx?id=284).

A vendor application is also available on our web page and can be submitted listing the commodities vendor is currently authorized to sell. You may access this form on the district web page, [www.kpbsd.k12.ak.us/departments.aspx?id=10352](http://www.kpbsd.k12.ak.us/departments.aspx?id=10352).

### **Bids and Formal or Informal Quotes**

The district maintains a competitive environment in its approach to purchasing. Formal bid procedures are required for purchase of materials and/or services with an estimated cost of \$15,000.00 or more as specified by Kenai Peninsula School Board policy. The bid process requires bidders to submit bids to the purchasing department in sealed, properly marked envelopes no later than a specified date and Alaska Dispatch. Minority, women and disabled veteran owned businesses are strongly encouraged to participate in this process. The district awards bids to the lowest, responsive, responsible bidder and reserves the right to reject any and all bids offered.

Bid documents may be obtained on the KPBSD website at [www.kpbsd.k12.ak.us/departments.aspx?id=284](http://www.kpbsd.k12.ak.us/departments.aspx?id=284) or by contacting the purchasing department.

Formal quotes are processed for purchases of \$5,000.00 or more but less than \$15,000.000. Informal quotes are processed for purchases of less than \$5,000.00, when practical. Formal and informal quotes are solicited by either phone, fax or email. Formal quotes may be submitted to the purchasing department by email or fax. Informal quotes may be submitted by email, fax, or verbally, such as by telephone.

### **Invoicing/Payment**

Invoices should be submitted to the district accounting office referencing the appropriate purchase order number; otherwise payment will be delayed. Vendors can normally expect payment within 30 days of billing provided that items are received and proper purchasing procedures have been followed.

## **Material Safety Data Sheet (M.S.D.S.)**

Vendors are required to provide a current Material Safety Data Sheet (M.S.D.S.) from the manufacturer for all products that are hazardous.

### **KPBSD Contacts**

#### **Purchasing (907-714-8876)**

Bette Gilliland, C.P.M., A.P.P., CPPB  
Purchasing Supervisor  
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#### **Accounting (907-714-8874)**

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#### **Warehouse (907-714-8870)**

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