

WYANDOTTE PUBLIC SCHOOLS
FOOD SERVICE DEPARTMENT
PROCUREMENT PLAN

The Wyandotte Public School Board of Education, known herein after as the SFA, in order to comply with applicable provisions of USDA Procurement standards and any SFA Purchasing Policies and Procedures, has established and made accessible to all its programs herein known as the CNP, the following procurement Plan for the purchase of goods and services for the Child Nutrition Program under its authority.

Effective Date: 2015-2016 School Year

Purpose and Goal: The purpose of this Procurement Plan is to establish procedures for the procurement of food, equipment, and other supplies, and services that will ensure such materials and services are obtained in an effective manner and in compliance with all applicable Federal and State laws. All procurement transactions of the Wyandotte Public School Food Service will be conducted in a manner that provides open and free competition. It is the goal of the Wyandotte Public School Food Service to purchase only good quality merchandise and services which will assist in meeting the goal of serving high quality meals at a reasonable cost.

- BI. Authorized Purchasing Agents for the CNP: The Food Service Director, Superintendent of Schools, or Director of Maintenance. Goods or services that above mentioned persons may be purchasing: Milk and mild products, bread, chilled and frozen meats, canned and staple foods, frozen fruits, vegetables and juices. Bakery items, fresh produce, cleaning supplies, paper and disposable products, pest control service, miscellaneous kitchen equipment and large equipment items. Director of Maintenance may buy parts for repair of existing equipment as approved by the Food Service Director.
- IV. Open and Free Competition: Will exist to the maximum extent possible by:
1. The maintenance of a Quotation Request File for potential bidders.
 2. Involvement of all known vendors to the extent they are capable of meeting the needs of the SFA.
 3. Contracting with small and minority firms, Women's Business Enterprises and Labor Surplus Area Firms, to the extent possible and economically feasible, to present maximum participation to these contractors.
 4. Utilization of clear, fair, and identical specifications.
 5. The public announcement of this procurement plan annually, the issuing of the same to any interested party.
 6. The mailing of quotation requests to all known potential vendors.
- V. Adequate Documentation: Will be achieved through:
1. Bidder or Quotation request files.
 2. Records of telephone quotes, proposals, bid instruments.
 3. Records of the opening.
 4. Documentation of reasons, if lowest bid, proposal or quotation is not selected.
 5. Post-award notification to all vendors who responded.
 6. Other documentation, as required.

- VI: Code of Conduct: No employee, officer or agent of the SFA or any member of his immediate family, his or her partner, nor an organization which employs, or is about to employ, any of the above shall participate in selection or in the award or administration of a contract supported by Program funds, if a conflict of interest real or apparent would be involved. The SFA's officers, employees or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.
- VII. Procurement Plan Review Procedures: The School Auditor will review procurement actions, thereby ensuring that procurement activities comply with the standards set forth in applicable State and Federal law, avoid the purchase of unnecessary or duplicating items, and represent a fair, efficient and effective procurement system.
- VIII. Small Purchase Procedures: In the district's procurement plan, all awards will be made to responsive vendors on a competitive procurement, basis with consideration given to the quality of the product to serve the need, the price of the item as it relates to the quality desired, and the service of the vendor in supplying the product or service.

For the purpose of this procurement plan, the \$100,000 aggregate mentioned on page 7 of Office of Management and Budget Circular A-IO2 (Revised) shall be applied to all items except milk and bread on a per month basis. Since the aggregate of any purchase or group of purchases, except milk and bread, will not exceed the \$100,000 aggregate during the defined purchase period, small purchase procedures will be used for all items except milk and bread. This will allow small purchase procedures to apply for all items. The purchase period for milk and bread will be a year, and these two items will be awarded publicly from sealed bids.

Small purchase procedures will involve obtaining price quotations from at least three (3) vendors. In order to insure free and open competition, prices will be solicited from all vendors who have expressed an interest in selling to the school. To insure fair price quotations, the specifications and descriptions of items commonly used will be available from the Food Service Director by the 15th of the month, for the following month. Quotations on fresh produce and eggs will be taken weekly. We reserve the right to make purchases at food shows using the Small Purchase Procedures.

The quotes will be compiled by the Food Service Director and a list of awards will be distributed to the vendors. Awards will be based on the price, compliance with specifications, and acceptability of product. Items needed in an emergency will be ordered by the Food Service Director, after telephone quotes have been solicited from at least two vendors. Produce will be ordered in the same manner.

- IX. Noncompetitive Negotiation: Procurement through solicitation of a proposal from only one source and can only be used when the procurement is not feasible under small purchase procedures, competitive sealed bids (formal advertising), or competitive negotiation. The decision to use noncompetitive negotiation must be justified in writing and available for audit and review. As with the other methods of procurement, such documentation must be maintained with other program records for three years after the end of the fiscal year to which they pertain, and cost-plus-a-percentage-of-cost method of contracting is prohibited.
- X. Circumstances under which a procurement may be made by noncompetitive negotiations are limited to the following:

- a. The merchandise or service is available only from a single source,
- b. A public emergency exists, and the urgency for the requirements will not permit the delay involved with competitive sealed bids (formal advertising) or competitive negotiation.

A. Ordering

From the items listed on the award sheet, the Food Service Director will provide the sales representative with the needed quantities for a specific delivery date. The Food Service Director will obtain price quotations from a minimum of two vendors each semester and compare price quotations to determine the lowest quotation for purchase. Produce will be ordered based on telephone quotes. Salesmen are to contact the Food Service Director weekly on a predetermined day of the week for orders. Salesmen may call between the hours of 7:00 m. and 3:30 p.m., with the exception of breakfast and lunch serving times, 7:45 a.m. -8:20 am., and 11:00 am. -12:35 p.m.

B. Delivery

Deliveries are to be made in sanitary vehicles. Frozen and refrigerated items are to be delivered in a refrigerated vehicle. Prices quoted are to include delivery to the school cafeteria. Items requiring refrigeration are to be placed in a freezer or refrigerator as directed. Dry Items are to be placed in the storeroom as directed. Deliveries are to be made weekly on a designated day, between the hours of 7:00 a.m., and 3:30 p.m., with the exception of the lunch period. No deliveries will be accepted from 10:50 am - 12:35 pm.

C. Receiving

The Food Service Director, or her designate, will check quantity, price, and product codes of items delivered against items ordered. Only substitution of same quality items at the bid price will be allowed. Invoices must accompany each order, and two copies of this invoice signed by a school food service employee must be left with each delivery. Incorrect items are to be noted on the invoice and credit issued for returns or shortages.

D. Invoicing and Payment

Monthly statements are to be sent to Wyandotte Superintendent's Office, P. O. Box 360, Wyandotte, Oklahoma, 74370. Food, non-food supplies and equipment items should be invoiced separately. Invoices for the cafeteria will be paid after the regularly scheduled monthly board meeting. Credits must be issued by the vendor for shortages or returns.

E. Grievance Procedure

Vendors who have a grievance against the Food Service Director must submit the grievance in writing to the Superintendent of Schools, within 10 days of the time the aggrieved knows or should know of the grievance. In no case will a grievance be considered after 30 days. If the Food Service Director has a grievance against a vendor, the same procedures should be followed. All grievances will be in writing within 10 days. The decision of the Superintendent may be appealed to the School Board of Education

F. Qualification of Vendors

Qualified vendors must furnish spec sheets, or product analysis sheets for all products on which they bid. These sheets must nutritional information to determine qualification for reimbursable meals. Vendors must furnish brand name, packaging information, and product code where applicable for all items quoted. Failure to comply will cause the vendor's quote not to be considered for the current period. Vendors must agree to comply with the terms in the procurement plan in order to be considered during the period.

CHART OF PROCEDURES

The Wyandotte SFA will purchase the following products or group of products and services as per the stated purchase period using the identified procurement method. *Price quote time frame* period is defined as the time frame for which bids or quotes are obtained and awarded.

PRODUCT	PRICE QUOTE TIME FRAME	PROCUREMENT METHOD USED
Milk	<u>yearly</u>	<u>Small purchase</u>
Bread	<u>yearly</u>	↓
Canned fruits	<u>2 times year</u>	↓
Canned vegetables	<u>2 times year</u>	↓
Frozen fruits	<u>2 times year</u>	↓
Frozen vegetables	<u>2 times year</u>	↓
Prepared fruits and vegetables	<u>2 times year</u>	↓
Fresh fruits	<u>weekly</u>	↓
Fresh vegetables	<u>weekly</u>	↓
Meats	<u>2 times year</u>	↓
Paper products	<u>2 times year</u>	↓
Chemicals	<u>2 times year</u>	↓
Small equipment	<u>yearly</u>	↓
Large equipment	<u>yearly</u>	↓

**WYANDOTTE PUBLIC SCHOOLS
DISTRICT I-001**

Minutes of Board Meeting

October 12, 2015

The Board of Education of Wyandotte, Oklahoma, Ottawa County, School District I-001 met in regular session on Monday, October 12th, 2015 at 7:00 P.M. in the FACS classroom. The meeting was called to order at 7:00 P.M. by Board President Russ McCloud. The agenda and meeting notice were posted at 3:00 P.M., October 8th, 2015 in accordance with 25 O.S. Supp. 1978, Par. 311.

Board members present were:

Russell McCloud, President

Danny Douthit, Vice President

Brian Clapp, Deputy Clerk

Keith Enyart, Clerk

Jeff Parmley, Member

A Quorum was declared by President Russell McCloud.

There was no written communication.

Superintendent Gray reported a very busy month for administrators and secretaries as they completed numerous state reports and is very proud of their hard work to meet these deadlines.

Work on the cafeteria will take place over fall break which begins Thursday October 15th. Plans are to install the additional lighting as well as complete some concrete work to address some exterior drainage issues. Thursday night football October 15th vs Oklahoma Union will be Breast Cancer Awareness Night and this is the 3rd year Wyandotte Nation has sponsored the event which everyone will be admitted free, also there will be a community tailgate at Turtle Stop from 4:30pm to 6:30pm. We appreciate Wyandotte Nation for their support. Total enrollment as of October 1st is 810, so we are pleased that the enrollment is stable.

Stacy Sloan, Middle School Principal, represented the Principals and Athletic Director at this meeting. She reports for the Elementary that Babe's program which touches base on alcohol, tobacco, and drugs visited with 1st grade October 9th sponsored by Seneca Cayuga Tribe. Fall picture retakes were October 6th. Wyandotte Fire Department is visiting the Elementary October 13th to present Fire Prevention. Elementary Carnival is October 27th and Red Ribbon week begins October 23rd through the 30th.

Mrs. Sloan reports the Middle School preliminary report card results that we earned a C up from an F for 2 years in a row. 8th grade Explore Test is October 28th and NJHS and NHS induction is October 20th. October Student of the Month is Berrick Leaf.

Mrs. Sloan reports that October 13th will be ACT make-up test at the High School. October 14th will end the 1st quarter of school. October 20th Aspire Test, which is the new pre-ACT test will be given to the 10th graders on October 20th. ASVAB Test will be given to students who have an interest in the Military. The test will give students an idea of professions or trades that they might look into for future opportunities.

Mrs. Sloan reports that Football are 4-2 and 2-0 in district. Softball girls are 14-18, District Champions, lost to Quapaw in regionals which ended the season. Basketball girls are in full swing practice with the boys who don't participate in football. Basketball sucker fundraiser sales to start soon. Cross Country boys and girls are Conference Champions. Regionals are October 17th in Henryetta, Oklahoma with the state meet to be held the following weekend in Shawnee, Oklahoma.

Mike Mayfield reported for the Wyandotte FFA. September 17th was the Oklahoma State Fair Livestock Judging Team Contest which 8 students participated with the Senior Division placing 11th and the Junior Division placing 56th. September 18th was the Coffeyville Cattle Grading competition which the Senior Division placed 33rd and the Junior Division placed 30th. September 22nd and September 29th we had Cattle Grading practice for students. September 26th was the South Coffeyville Cattle Grading Contest which both Jr. & Sr. divisions placed 7th. At the Tulsa State Fair this month Rachel Wright won 3 divisions in the horse show.

Motion was made by Keith Enyart, seconded by Jeff Parmley to approve the following Consent Agenda items with one vote:

- Board minutes for September 14, 2015 board meeting.
- The Activity Fund Report for September, 2015.
- The Treasurer's report for September, 2015.
- General Fund payroll warrants for September, 2015 in the amount of \$380,241.65.
- Child Nutrition payroll warrants for September, 2015 in the amount of \$13,990.18.
- General Fund Claims/Warrants 384 through 464 in the amount of \$59,511.21.
- Child Nutrition Claims/Warrants 32 through 41 in the amount of \$19,820.93.
- Building Fund Claims/Warrants 8 through 9 in the amount of \$13,788.38.
- Approval of substitutes as presented.
- Fundraisers as presented.
- No resignations.

Douthit-yes; Parmley-yes; Clapp-yes; Enyart-yes; McCloud-yes.

~~Motion made by Keith~~ Motion made by Keith Enyart, seconded by Jeff Parmley, to approve the Food Service Procurement Plan for the 2015-2016 school year. Douthit-yes; Parmley-yes; Clapp-yes; Enyart-yes; McCloud-yes.

Motion made by Russell McCloud, seconded by Keith Enyart to approve the proposed budget for General Fund, Child Nutrition, and Building Fund for the 2015-2016 school year. Douthit-yes; Parmley-yes; Clapp-yes; Enyart-yes; McCloud-yes.

Motion made by Keith Enyart, seconded by Danny Douthit to accept proposed amendments to the Wyandotte Student Handbook for the 2015-2016 school year. Douthit-yes; Parmley-yes; Clapp-yes; Enyart-yes; McCloud-yes.

Motion made by Danny Douthit, seconded by Brian Clapp to approve Teacher Negotiations items as submitted. Douthit-yes; Parmley-yes; Clapp-yes; Enyart-yes; McCloud-yes.

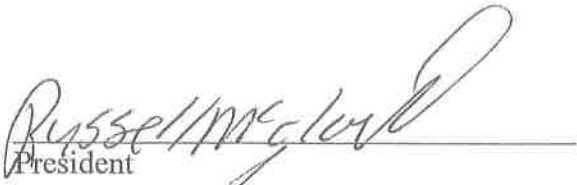
Motion made by Russell McCloud, seconded by Jeff Parmley to approve Title 1 Plans for Elementary and Middle School for the 2015-2016 school year. Douthit-yes; Parmley-yes; Clapp-yes; Enyart-yes; McCloud-yes.

Motion made by Russell McCloud, seconded by Danny Douthit to approve E-Rate category funding. Douthit-yes; Parmley-yes; Clapp-yes; Enyart-yes; McCloud-yes.

No items removed from Consent Agenda for separate action.

No New Business.

Motion was made by Brian Clapp, seconded by Keith Enyart, to adjourn at 8:15 P.M.


President


Clerk

October 13, 2015