Request for Purchasing Approval
Supplies $20,000.00 and above
In accordance with BOE Policy 3304
February 8, 2021

1. **VACUUM REPLACEMENT AND ACCESSORIES** **21-23-0017**
Responsible party as indicated in the summary: Luke Newman

Recommendation:
It is recommended the GPA Contract # 19-01PV-05 to Veritiv Corporation (Atlanta, GA), be approved in the amount of $61,004.60, for the purchase of cordless backpack vacuums and accessories to be used throughout the District.

Explanation: Inter-Agency Cooperative Purchase

Tabulation:
GPA Contract # 19-01PV-05
Veritiv Corporation **$61,004.60 IACP**

Funding Year and Funding: 2020-2021 General Fund

Reason for Purchase: The purchase of these vacuums will save our custodians a substantial amount of time, allowing them to focus on more critical custodial tasks.

2. **FOOD SAFETY HEALTH INSPECTION LICENSE RENEWALS** **MASTER CONTROL**
Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
Per policy 3304, it is reported $32,135.00 will be paid to the Kansas Department of Agriculture (Manhattan, KS), for renewal of food safety health inspection licenses for continued operation of the District's food service cafeterias.

Explanation: Master Control

Tabulation:
Kansas Department of Agriculture **$32,135.00 MC**

Funding Year and Funding: 2020 – 2021 Nutrition Services Fund

Reason: Licenses are required to operate our satellite and full service cafeterias.

3. **FOOD – DECEMBER 2020** **MASTER CONTROL**
Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is reported, food items scheduled to be used for 2020- 2021 menus have been purchased in the amount of $453,049.65. An itemized report if attached for review.

Explanation: Master Control

Tabulation:
See Attachment A **$453,049.65 MC**

Funding Year and Funding: 2020-2021 Nutrition Services Fund

Reason for Purchase: Nutrition Services purchases various food items to complete menus for students.

4. **SUPPLY WAREHOUSE STOCK – DECEMBER 2020** **MASTER CONTROL**
Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is reported stock supplies for the Supply Warehouse to be used throughout the District have been purchased in the amount of $128,748.81. An itemized report is attached for review.

Explanation: Master Control

Tabulation:
See Attachment B **$128,748.81 MC**

Funding Year and Funding: 2020-2021 Various Funds

Reason for Purchase: The Supply Warehouse stocks various items, which are used throughout the District. This provides the District the opportunity to receive large volume discounts because we are able to request quotes/bids from multiple vendors providing cost and time savings.

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Terms Legend

Low Bid (LB) – The lowest bid received and one that meets all requirements of the bid.

Low Bid Meeting Specification (LBMS) – Not the lowest priced bid but the lowest bid that meets all requirements of the bid.

Only Bid (OB) – The only bid received in the bid process.

Responsible Proposal (RP) – The proposal deemed by the proposal evaluation committee to have provided the best solution to the stated objectives of the proposal. While pricing is always considered in evaluation, it is rarely the primary selection tool.

Master Control (MC) – Per BOE Policy 3304, Purchase Orders of $20,000 or more that are issued to set aside funds for extended periods of time for payment of such items as utility bills, postage, software maintenance agreements and lease agreements which are necessary and continuing operational expenses that can be secured from an only source provider.

Multiple Sources (MS) – Where it has been determined that multiple sources are necessary to facilitate procurement services in order to minimize expenditures and perform the absolute best services required by the District.

Inter-Agency Cooperative Purchase (IACP) – Contracts issued, awarded and meeting the requirements set forth in Kansas Statute 72-1151 for cooperative purchasing. These contracts are such as but not limited to, contracts by state agencies, federal, national or other state contracts facilitated by a federal or local governmental entity or agency.

Sole Source *(SS)* - A situation created due to the inability to obtain competition. This may result because only one vendor or supplier possesses the unique ability or capability to meet the particular requirements of the solicitation. The purchasing authority may require a justification from the requesting user explaining why this is the only source for the requirement.

State Use *(SU)* ***Statute KSA 75-3317 – 3322 and amendments thereto: Same; purchase of products or services by state or school district***
Unified school districts must purchase products on the list certified by the State's director of purchases from qualified vendors when those products meet the specifications identified by the unified school district.

Bid Exempt *(BE)* **–** KSA 72-1151 provides for exemptions from the solicitation of competitive bids and/or proposals.

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Summary

Description of products/services	Amount	Responsible Party
1. Vacuum Replacement and Accessories	$61,004.60	Luke Newman
2. Food Safety Health Inspection License Renewals	$32,135.00	Fabian Armendariz
3. Food – December 2020	$453,049.65	Fabian Armendariz
4. Supply – December 2020	$128,748.81	Fabian Armendariz

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Attachment A

Food – December 2020

PO Number	Date	Supplier Name	Item Description	Amount	Bid Number
210137	12/16/20	JNS FOODS LLC	Peanut Butter Pouch	6,048.00	20-60-0035
212190	12/18/20	F & A FOOD SALES INC	Bean Green	5,171.40	Direct Quote
212191	12/18/20	F & A FOOD SALES INC	Peas	3,855.60	Direct Quote
212193	12/18/20	F & A FOOD SALES INC	Carrots	8,119.20	Direct Quote
212194	12/18/20	F & A FOOD SALES INC	Corn	6,895.20	Direct Quote
210183	12/18/20	TYSON PREPARED FOODS INC	Pork BBQ Rib	4,412.25	20-60-0034
210183	12/18/20	TYSON PREPARED FOODS INC	Pork BBQ Rib	8,334.25	20-60-0034
210162	12/18/20	TYSON PREPARED FOODS INC	Beef Patty	11,055.00	20-60-0034
210165	12/18/20	TYSON PREPARED FOODS INC	Breakfast Bite	5,957.25	20-60-0034
210897	12/18/20	US FOODS	Burrito Beef/Cheese	11,189.75	20-60-0034
211837	12/18/20	US FOODS	Chicken Nugget	9,450.00	Direct Quote
210225	12/18/20	TYSON PREPARED FOODS INC	Chicken Patty	13,315.50	20-60-0034
211828	12/18/20	F & A FOOD SALES INC	Egg Roll	14,375.00	20-60-0034
210900	12/18/20	F & A FOOD SALES INC	Fish Sticks	5,220.00	20-60-0034
210179	12/18/20	US FOODS	Pizza Pepperoni	12,127.50	20-60-0034
210531	12/18/20	US FOODS	Sandwich PBJ	15,360.00	Direct Quote
210531	12/18/20	US FOODS	Sandwich PBJ	15,360.00	Direct Quote
210185	12/18/20	F & A FOOD SALES INC	Sauce Spaghetti	14,895.00	20-60-0034
210185	12/18/20	F & A FOOD SALES INC	Sauce Spaghetti	29,790.00	20-60-0034
210188	12/18/20	US FOODS	Turkey Breast Stick	3,295.50	20-60-0034
210189	12/18/20	F & A FOOD SALES INC	Frankfurter	5,196.00	20-60-0034
210192	12/18/20	F & A FOOD SALES INC	Juice Cup Wild Cherry Fzn	8,160.00	20-60-0034
211829	12/18/20	US FOODS	Corn Fzn	3,080.25	20-60-0034
210198	12/18/20	US FOODS	Bar Birthday Cake	8,198.00	20-60-0034
210199	12/18/20	US FOODS	Bar Cinnamon Toast Filled	4,125.00	20-60-0034
210251	12/18/20	CH GUENTHER & SON LLC	Biscuit Dough	2,986.50	20-60-0034
210204	12/18/20	F & A FOOD SALES INC	Donuts Mini Powdered	13,668.00	20-60-0034
210204	12/18/20	F & A FOOD SALES INC	Donuts Mini Powdered	16,080.00	20-60-0034
210205	12/18/20	F & A FOOD SALES INC	Donuts Mini Chocolate	12,864.00	20-60-0034
210434	12/18/20	F & A FOOD SALES INC	Bread Bkft Banana	11,088.00	20-60-0034

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211835	12/18/20	F & A FOOD SALES INC	Muffin Blueberry	2,800.00	20-60-0034
210207	12/18/20	F & A FOOD SALES INC	Pancake Cinnamon	3,105.60	20-60-0034
210208	12/18/20	F & A FOOD SALES INC	Pancakes Mini Choc Chip	5,488.00	20-60-0034
211846	12/18/20	PRAIRIE MILLS BAKING COMPANY	Roll Hoagie	4,003.50	Direct Quote
212211	12/18/20	F & A FOOD SALES INC	Spaghetti	7,125.00	20-60-0034
212211	12/18/20	F & A FOOD SALES INC	Spaghetti	5,225.00	20-60-0034
210211	12/18/20	F & A FOOD SALES INC	French Toast Stcks	8,250.00	20-60-0034
210495	12/18/20	STERLING BV INC	Cake Coffee Crumble	12,600.00	Direct Quote
210100	12/18/20	F & A FOOD SALES INC	Chicken Bites Jerky	2,950.00	20-60-0035
210102	12/18/20	US FOODS	Sauce Spaghetti	2,832.00	20-60-0035
210103	12/18/20	F & A FOOD SALES INC	Applesauce Cup	4,717.50	20-60-0035
210078	12/18/20	NATIONAL FOOD GROUP INC	Mandarin Oranges	5,319.00	20-60-0035
210078	12/18/20	NATIONAL FOOD GROUP INC	Mandarin Oranges	5,319.00	20-60-0035
210253	12/18/20	JNS FOODS LLC	Pineapple Dried	4,969.80	20-60-0035
210109	12/18/20	US FOODS	Juice Vegetable	1,519.00	20-60-0035
210113	12/18/20	F & A FOOD SALES INC	Pineapple Tidbits Cup	2,448.25	20-60-0035
210115	12/18/20	NATIONAL FOOD GROUP INC	Hummus Taco	3,033.60	20-60-0035
210116	12/18/20	GOOD SOURCE SOLUTIONS INC	Beans Garbonzo Cool Ranch	2,747.00	20-60-0035
210123	12/18/20	F & A FOOD SALES INC	Salsa Cup	5,355.00	20-60-0035
210125	12/18/20	NATIONAL FOOD GROUP INC	Bar S'mores	7,245.00	20-60-0035
210128	12/18/20	F & A FOOD SALES INC	Bar Cereal Cocoa Puffs	3,480.00	20-60-0035
210128	12/18/20	F & A FOOD SALES INC	Bar Cereal Cocoa Puffs	2,320.00	20-60-0035
210130	12/18/20	US FOODS	Granola Premium	5,314.50	20-60-0035
210133	12/18/20	F & A FOOD SALES INC	Toaster Pastry Strbry	7,140.00	20-60-0035
210217	12/18/20	F & A FOOD SALES INC	Toaster Pastry Fudge	7,140.00	20-60-0035
210135	12/18/20	F & A FOOD SALES INC	Crackers Graham Cinnamon	9,255.00	20-60-0035
210136	12/18/20	NATIONAL FOOD GROUP INC	Graham Birthday Cake	7,875.00	20-60-0035
210138	12/18/20	US FOODS	Cracker Pizza	4,805.50	20-60-0035
212216	12/18/20	US FOODS	Cracker Fish Shpd	3,354.75	20-60-0035
210140	12/18/20	US FOODS	Chex Mix Strwbry Ygrt	4,928.00	20-60-0035
210449	12/18/20	F & A FOOD SALES INC	Seeds Sunflower w/Strw Raisins	2,072.50	20-60-0035
210448	12/18/20	NATIONAL FOOD GROUP INC	Seeds Sunflower Honey Roasted	8,640.00	Direct Quote
			Total:	**$453,049.65**	

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Attachment B

Supplies – December 2020

PO Number	Date	Item Description	Supplier Name	Amount
212172	12/17/2020	KN95 MASKS	MORE PREPARED LLC	3,900.00
212167	12/17/2020	Lamp, fluorescent, F32T8/TL841/TL80, 48", order by box of 30	VOSS ELECTRIC CO	4,642.80
212166	12/17/2020	Knife, putty, 1 1/2", STIFF, Werner #90109	FASTENAL COMPANY	234.5
212166	12/17/2020	Paint Brush, 2.5", Wooster 4176-2.5 only, Sable	FASTENAL COMPANY	197.64
212165	12/17/2020	Vinyl gloves - 1200 MED., 1000 LG, AND 1000 XL) BOXES OF 100	SOUTHWEST PAPER COMPANY INC	22,304.00
212164	12/17/2020	SHUN THAI NITRILE RUBER GLOVES BOX OF 100(1000 boxes of Med, 1200 boxes of Large, and 1600 boxes of XL))	RANKINGANALYST.COM INC	35,872.00
212163	12/16/2020	Dispenser, toilet tissue, double roll, 9", san jamar R4000TBK	PYRAMID SCHOOL PRODUCTS	0
212163	12/16/2020	Holder, pad for doodle bug	PYRAMID SCHOOL PRODUCTS	506.52
212163	12/16/2020	Screenbak, 20", 100 grit, for preparing wood floors for refinishing	PYRAMID SCHOOL PRODUCTS	143.7
212163	1/4/2021	Dispenser, toilet tissue, double roll, 9", san jamar R4000TBK	PYRAMID SCHOOL PRODUCTS	1,023.68
212162	12/16/2020	Water, distilled, 1 gallon	BRADY INDUSTRIES OF KANSAS LLC	38.64
212162	12/16/2020	Bag, wax lined for sanitary napkin disposal receptacle, 500/box	BRADY INDUSTRIES OF KANSAS LLC	299.69
212161	12/16/2020	Receptacle, sanitary napkin	DANIKSCO BUSINESS SOLUTIONS LLC	411.6
212149	12/15/2020	Lumber, Plywood, Birch, 3/4"x4'x8', Roseburg Skyply ONLY, B2 / 7ply, Whole Piece Face	STAR LUMBER & SUPPLY CO INC	5,020.00
212128	12/11/2020	Tile, ceiling, 24" X 48" X 5/8", BET 197, TRIM	DRYWALL SUPPLY INC	3,072.00
212120	12/11/2020	Pump, 1 oz. dispenser for gallon jug	PYRAMID SCHOOL PRODUCTS	95.04
212120	12/11/2020	Pad, Doodle bug, Brown, 4 5/8" x 10X 1", box of 5	PYRAMID SCHOOL PRODUCTS	186.48

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212119	12/11/2020	Spray, deodorizing, for spraying rooms, Lysol 19oz	WILLIAMS LAFE T & ASSOC INC	831.6
212119	12/11/2020	Squeegee, without handle, window, 12", Ettore Brand Only	WILLIAMS LAFE T & ASSOC INC	457.2
212119	12/11/2020	Defoamer for carpet extraction cleaner, bubble buster, gallon	WILLIAMS LAFE T & ASSOC INC	1,895.40
212119	12/11/2020	Cleaner, bonnet for carpets, used to clean carpets, SP7301 Spartan	WILLIAMS LAFE T & ASSOC INC	1,001.84
212119	12/11/2020	Cleaner, gallon, spot remover for carpets, Spartan #3033-04,SSE	WILLIAMS LAFE T & ASSOC INC	1,428.48
212119	12/11/2020	Neutralizer for Carpet, All Fiber Rinse, PRCB109-4	WILLIAMS LAFE T & ASSOC INC	1,636.80
212119	12/11/2020	Cleaner, Stainless Steel, Quart, RTU, Water Based, Spartan Chemicals #326503	WILLIAMS LAFE T & ASSOC INC	223.2
212095	12/9/2020	Lamp, 250 watt, 130v, Halogen E11, Houselight	STANION WHOLESALE ELECTRIC CO	118.8
212087	12/7/2020	Acid, Muriatic, 1 gallon jug, for use by building engineers only	STAR LUMBER & SUPPLY CO INC	198.4
212087	12/7/2020	Primer spray, Kilz original oil based, 13 oz, #10004 only	STAR LUMBER & SUPPLY CO INC	115.2
212086	12/7/2020	Padlock, corbin #95, 8687, keyed alike, 30 lock, keyway #CR-12-B130	ACCREDITED LOCK SUPPLY	400.5
212077	12/7/2020	Paper, bond, white, 8 1/2"x11", 10 reams/carton	THE PAPER CORPORATION	39,480.00
212073	12/7/2020	Detergent, Dishwashing Liquid,ultra concentrated 14.0 oz.	GIBSON WHOLESALE CO INC	125
212069	12/4/2020	Battery, size D, Duracell Procell	FASTENAL COMPANY	1,092.96
212069	12/4/2020	Anchor, tapcon, hex head, ramset, 3/16" X 1 3/4"	FASTENAL COMPANY	21.39
212069	12/4/2020	Pad,Floor,20" Red Buffer Pad, 3M #5100 ONLY	FASTENAL COMPANY	310.05
212061	12/3/2020	Rags wiping, colored, bleached, NEW MATERIAL, 25 lb. KAMEN BRAND ONLY	KAMEN WIPING MATERIALS CO INC	1,463.70
			TOTAL	**$128,748.81**

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