Request for Purchasing Approval
Supplies $20,000.00 and above
In accordance with BOE Policy 3304
April 19, 2021

1. **GOGGLE SANITIZERS, GOGGLES, AND SCIENCE START UP** **21-23-0009**
Responsible party as indicated in the summary: Andi Giesen/ Terri Moses

Recommendation:
It is recommended the TIPS Contract #200805 for Flinn Scientific (Batavia, IL), in the amount of $67,799.38, be approved for the purchase of goggle sanitizers, goggles, and science startup kits.

Explanation: Inter-Agency Cooperative Purchase

Tabulation:
TIPS Contract #49591
Davis Moore Inc. **$67,799.38 IACP**

Funding Year and Funding: 2020-2021 General Funds

Reason for Purchase: This is for the purchase of safety materials for science labs as well as startup kits for a EI academy lab in AMAC.

2. **RICOH DIGITAL ENVELOPE PRINTER** **BID EXEMPT**
Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended via the US Communities Contract #4400003732 to Ricoh USA, Inc. (Overland Park, KS), in the amount not to exceed $23,069.00, be approved for the purchase of Xante En-Press 110V with Enterprise feeder, stand, conveyor, training and rightcare service extension 4-yr extension.

Explanation: Bid Exempt

Tabulation:
US Communities #4400003732
Ricoh USA, Inc. **$23,069.00 BE**

Funding Year and Funding: 2020-2021 General Funds

Reason for Purchase: Replacing envelope printing machine in the Print Shop.

3. **GENIE GS-3232 LIFT** **10009**
Responsible party as indicated in the summary: Luke Newman

Recommendation:
It is recommended to purchase from Trinity Sales, LLC (Wichita, KS), in the amount of $25,632.54, a Genie GS-3232 Lift for Glass/Locks/Doors Department for use in hard to reach areas.

Explanation: Low Bid Meeting Specifications

Tabulation:
Trinity Sales, LLC **$25,632.54 LBMS**

Funding Year and Funding: 2020-21 Capital Outlay

Reason for Purchase: Glass/Locks/Doors department will use to access hard to reach areas. The current lift used does not reach the necessary heights in many of our buildings.

4. **2022 CHEVROLET 3500 CAB 4X4** **10010**
Responsible party as indicated in the summary: Luke Newman

Recommendation:
It is recommended to purchase from Don Hattan Chevrolet (Wichita, KS), in the amount of $44,500.00, a 2022 Chevrolet 3500 Regular Cab 4X4 for Site Maintenance Department.

Explanation: Low Bid Meeting Specifications

Tabulation:
Don Hattan Chevrolet **$44,500.00 LBMS**

Funding Year and Funding: 2020-21 Capital Outlay

Reason for Purchase: The Site Maintenance Dept. will use this vehicle to travel to District locations to maintain grounds, parking lots, playgrounds, etc. The vehicle will also be used for snow removal. This is a replacement vehicle.

5. **2022 CHEVROLET EXPRESS CARGO VAN** **10010**
Responsible party as indicated in the summary: Luke Newman

Recommendation:
It is recommended to purchase from Don Hattan Chevrolet (Wichita, KS), in the amount of $31,000.00, a 2022 Chevrolet Express Cargo Van for Paint Department.

Explanation: Low Bid Meeting Specifications

Tabulation:
Don Hattan Chevrolet **$31,000.00 LBMS**

Funding Year and Funding: 2020-21 Capital Outlay

Reason for Purchase**:** The Paint Department will use this vehicle to travel to District locations to perform interior and exterior painting projects. This is a replacement vehicle.

6. **CONSUMABLE FOOD** **BID EXEMPT**
Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended the Board of Education approve entering into contracts with various vendors in an amount not to exceed $15,000,000.00 for the sole purpose of obtaining consumable food for use in the operation of the District's Child Nutrition Programs during the 2021-2022 school year.

Explanation:
An itemized report of consumable food purchased will be provided to the Board of Education on a periodic basis**.**

Funding Year and Funding: 2021-2022 Nutrition Services Fund

Reason for Purchase: Nutrition Services purchases various food items to complete menus for student meals throughout the district.

7. **FOOD – FEBRUARY 2021** **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 $226,058.85. An itemized report if attached for review.

Explanation: Master Control

Tabulation:
See Attachment A **$226,058.85 MC**

Funding Year and Funding: 2020-2021 Nutrition Services Fund

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

8. **SUPPLY WAREHOUSE STOCK – FEBRUARY 2021** **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 $2,573.44. An itemized report is attached for review.

Explanation: Master Control

Tabulation:
See Attachment B **$2,573.44 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. Goggles, Sanitizer, and Science Start up materials	$67,799.38	Andi Giesen/Terri Moses
2. Ricoh Digital Envelope Printer	$23,069.00	Fabian Armendariz
3. Genie GS-3232 Lift	$25,632.54	Luke Newman
4. 2022 Chevrolet 3500 Cab 4X4	$44,500.00	Luke Newman
5. 2022 Chevrolet Express Cargo Van	$31,000.00	Luke Newman
6. Consumable Food	$15,000,000.00	Fabian Armendariz
7. Food-February 2021	$226,058.85	Fabian Armendariz
8. Supply Warehouse Stock – February 2021	$2,573.44	Fabian Armendariz

It should be noted that industry standards dictate that volume shipments of certain products will be shipped plus or minus 15% from the quantity ordered to complete case or pallet. When additional products are shipped it will be billed at the per each bid price. This additional quantity is not returned to the Board for Review.

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Attachment A

Food – February 2021

PO Number	Date	Supplier Name	Item Description	Amount	Bid Number
210103	02/01/21	F & A FOOD SALES INC	Applesauce Cup	3,885.00	20-60-0035
212533	02/01/21	GOOD SOURCE SOLUTIONS INC	Raisins Fruit Splash	6,948.00	20-60-0035
210253	02/01/21	JNS FOODS LLC	Pineapple Dried	4,969.80	20-60-0035
210113	02/01/21	F & A FOOD SALES INC	Pineapple Tidbits Cup	1,049.25	20-60-0035
210119	02/01/21	F & A FOOD SALES INC	Beans Refried	0.00	20-60-0035
210125	02/01/21	NATIONAL FOOD GROUP INC	Bar S'mores	4,140.00	20-60-0035
212534	02/01/21	US FOODS	Granola	6,200.25	20-60-0035
210135	02/01/21	F & A FOOD SALES INC	Crackers Graham Cinnamon	9,255.00	20-60-0035
210162	02/01/21	TYSON PREPARED FOODS INC	Beef Patty	5,527.50	20-60-0034
210167	02/01/21	TYSON PREPARED FOODS INC	Chicken Drumstick	15,164.00	20-60-0034
212535	02/01/21	US FOODS	Chicken Nugget	15,750.00	Direct Quote
210899	02/01/21	SYSCO FOOD SVCS/KANS CITY INC	Corn Dog	11,628.50	20-60-0034
212536	02/01/21	US FOODS	Tornado Egg/Turk Sausage	5,979.00	20-60-0034
210180	02/01/21	GOOD SOURCE SOLUTIONS INC	Pizza Pocket	6,357.00	20-60-0034
210183	02/01/21	TYSON PREPARED FOODS INC	Pork BBQ Rib	1,961.00	20-60-0034
212537	02/01/21	US FOODS	Sandwich PBJ Grape	15,360.00	20-60-0034
212538	02/01/21	US FOODS	Taco Stick	8,478.00	20-60-0034
210192	02/01/21	F & A FOOD SALES INC	Juice Cup Wild Cherry Fzn	4,080.00	20-60-0034
210232	02/01/21	SYSCO FOOD SVCS/KANS CITY INC	Potatoes Fries Waffle	1,804.50	20-60-0034
212539	02/01/21	US FOODS	Bar Birthday Cake	9,222.75	20-60-0034
212540	02/01/21	US FOODS	Bar Cinnamon Toast Filled	5,500.00	20-60-0034
210204	02/01/21	F & A FOOD SALES INC	Donuts Mini Powdered	6,432.00	20-60-0034
210434	02/01/21	F & A FOOD SALES INC	Bread Bkft Banana	5,544.00	20-60-0034
212541	02/01/21	US FOODS	Pancake	2,148.00	20-60-0034
210207	02/01/21	F & A FOOD SALES INC	Pancake Cinnamon	3,105.60	20-60-0034
210211	02/01/21	F & A FOOD SALES INC	French Toast Stcks	5,775.00	20-60-0034
212604	02/03/21	US FOODS	Sausage Link	5,500.00	Direct Quote
212263	02/09/21	F & A FOOD SALES INC	Applesauce 24oz	7,018.00	Direct Quote

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212263	02/09/21	F & A FOOD SALES INC	Applesauce 24oz	8,421.60	Direct Quote
212263	02/09/21	F & A FOOD SALES INC	Applesauce 24oz	4,210.80	Direct Quote
212294	02/09/21	F & A FOOD SALES INC	Peaches #300	5,202.00	Direct Quote
212294	02/09/21	F & A FOOD SALES INC	Peaches #300	3,901.50	Direct Quote
212296	02/09/21	F & A FOOD SALES INC	Pears #300	7,497.00	Direct Quote
212296	02/09/21	F & A FOOD SALES INC	Pears #300	9,996.00	Direct Quote
212295	02/09/21	F & A FOOD SALES INC	Fruit Cocktail #300	8,047.80	Direct Quote
			Total:	**$226,058.85**	

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Attachment B

Supplies – February 2021

PO Number	Date	Item Description	Supplier Name	Amount
212527	2/1/2021	Protectors, thermometer, thermoscan ear thermometer, sleeve - box of 200	141	PERFORMANCE HEALTH SUPPLY INC
212527	2/1/2021	Applicator, Stick Hardwood, w/cotton one end 1000/box	41.2	PERFORMANCE HEALTH SUPPLY INC
212527	2/1/2021	Bandage; XL, 2"x4", Extra-large fabric adhesive strip, 50/box	63.8	PERFORMANCE HEALTH SUPPLY INC
212528	2/1/2021	Glue, Plastic 1 gallon, Elmers E1326NR #008979	319.68	SCHOOL SPECIALTY LLC
212531	2/1/2021	Scissors, pointed 5", approved for K-6 use	360	PYRAMID SCHOOL PRODUCTS
212532	2/1/2021	Paper, brown lunch sack, each	1,600.00	DANIKSCO BUSINESS SOLUTIONS LLC
212532	2/1/2021	Canned Air, 12-14oz. w/straw	47.76	DANIKSCO BUSINESS SOLUTIONS LLC
			TOTAL	**$ 2,573.44**

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