Request for Purchasing Approval
Supplies $20,000.00 and above
In accordance with BOE Policy 3304
June 30, 2021

1. **CERTIFIED ATHLETIC TRAINERS** **11-44714**
Responsible party as indicated in the summary: Amanda Kingrey/ J. Means

Recommendation:
It is recommended the responsible proposal from Via Christi Health/Sports Medicine (Wichita, KS), be renewed in the amount not to exceed $204,396.00, to provide sports medicine services for high schools Heights, Northwest, Southeast, West and respective feeder middle schools. This renewal will also include management services for certified athletic trainers hired by the District to serve at high schools East, North, South and respective feeder middle schools.

Explanation: Responsible Proposal

Tabulation:
Via Christi Health/Sports Medicine **$204,396.00 RP**

Funding Year and Funding: 2021-2022 General and Athletic Funds

Reason for Purchase: To provide sports medicine services for student athletes, as well as, management services for certified athletic trainers hired by the District.

2. **MUSICAL INSTRUMENTS** **BID EXEMPT**
Responsible party as indicated in the summary: Andi Giesen/ Shawn Chastain

Recommendation:
It is recommended the bids of Washington Music Sales Center (Wheaton, MD), in the amount of $37,755.25, be approved for musical instruments for various schools in the District.

Explanation: Bid Exempt

Tabulation:
Washington Music Sales **$37,755.25 BE**

Funding Year and Funding: 2020-2021 Music Rental Fund/Education Edge Grant

Reason for Purchase: Instruments for student use at various sites.

3. **SCHOOL & OFFICE SUPPLIES** **10-571059**
Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended the Board approve the purchase of small dollar and consumable school and office supplies generally purchased using petty cash, site activity checks, purchase orders or District procurement cards from such vendors, but not limited to; Amazon, Galaxie Business Equipment, Inc., Lakeshore, Midwest Single Source, Office Depot, Office Plus, Robert's Hutch Line, Sam's Club, School Specialty, Stapes, and Wal-Mart, Inc. School and office supplies may also be offered to USD 259 with any of these vendors or others using cooperative purchasing agreements such as, but not limited to; US Communities, State of Kansas, Greenbush – Southeast Kansas Educational Service (SEKE), National Intergovernmental Purchasing Alliance (NIPA), Western States Contracting Alliance (WSCA), and other sources as appropriate for the purchase of this type of commodity and in accordance with District purchasing policies. It is estimated the annual amount will be $1,500,000.00.

Explanation: **Multiple Sources**

Tabulation:

Multiple Sources	**$1,500,000.00 MS**
Amazon	
Galaxie Business Equipment, Inc.	
Lakeshore	
Midwest Single Source	
Office Depot	
Office Plus	
Robert's Hutch-Line	
Sam's Club	
School Specialty	
Staples	
Wal-Mart, Inc.	
Others as Needed	

Funding Year and Funding: 2021-2022 Various Funds

Reason for Purchase: The District purchases classroom and office supplies, such as pencils, pens, paper products, etc. for students and staff throughout the District.

4. **CAFETERIA, CLASSROOM, & OFFICE FURNITURE** **18-70-0070**
Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended the Board approve the purchase of cafeteria, classroom, and office furniture generally purchased using petty cash, site activity checks, purchase orders or District procurement cards from such vendors, but not limited to; Amazon, Galaxie Business Equipment, Inc., Kansas Contract Design, Lakeshore, Midwest Single Source, Office Depot, Office Plus, Palmer Hamilton, Robert's Hutch Line, Sam's Club, School Specialty, Scott Rice, Staples, SumnerOne, Virco, Wal-Mart Inc. and Wenger Corporation. Cafeteria, classroom, and office furniture may also be offered to USD 259 with any of these vendors or others using cooperative purchasing agreements such as, but not limited to; US Communities, State of Kansas, Greenbush – Southeast Kansas Educational Service (SEKE), National Intergovernmental Purchasing Alliance (NIPA), Western States Contracting Alliance (WSCA), and other sources as appropriate for the purchase of this type of commodity and in accordance with District purchasing policies. It is estimated the annual amount will be $1,500,000.00.

Explanation: **Multiple Sources**

Tabulation:

Multiple Sources	**$1,500,000.00 MS**
Amazon	
Galaxie Business Equipment, Inc.	
Kansas Contract Design	
Lakeshore	
Midwest Single Source	
Office Depot	
Office Plus	
Palmer Hamilton	
Robert's Hutch-Line	
Sam's Club	
School Specialty	
Scott Rice	
Staples	
SumnerOne	
Virco	
Wal-Mart, Inc.	
Wenger Corporation	
Others as Needed	

Funding Year and Funding: 2021-2022 Various Funds

Reason for Purchase: Cafeteria, classroom and office furniture will be purchased to replace broken or damaged furniture.

5. PRE-BOUND PAPERBACK BOOK **07-41-395**
Responsible party as indicated in the summary: Andi Giesen

Recommendation:
It is recommended the multiple proposals of Perma-Bound (Jacksonville, IL), Follett School Solutions (McHenry, IL), and Bound to Stay Bound Books (Jacksonville, IL), in the amount of $500,000.00, be approved for the purchase of pre-bound and pre-processed paperback materials.

Explanation: **Multiple Sources**

Tabulation:
Multiple Sources **$500,000.00 MS**
Perma-Bound
Follett School Solutions
Bound to Stay Bound

Funding Year and Funding: 2021-2022 Various Funds

Reason for Purchase: Library Media purchases pre-bound books for the libraries in all the District's schools.

6. AUDIO VISUAL EQUIPMENT, PRINTERS, ACCESSORIES, & SOFTWARE **0004-0007**
Responsible party as indicated in the summary: Rob Dickson

Recommendation:
It is recommended the Board approve the multiple sources of CDI Computers (Chicago, Ill.) CDW-Government (Chicago, IL), Lightspeed Technologies, Inc. (Tualatin, OR), Kansas City Audio Visual (Kansas City, KS), Smartgroup System, (Richardson, TX), and Southern Computer Warehouse (Marietta, GA), in the amount not to exceed $900,000.00, be approved for the purchase of Smart Response Systems, Smart Boards, Smart Slates, software, document cameras, projectors, printers, installation and various other audio visual equipment and accessories, as needed districtwide.

Explanation: **Multiple Sources**

Tabulation:
USD 259 Bid 21-11-0004, 0005, 0006, 0007
CDI Computers
USD 259 Bid 21-11-0004
CDW-Government
USD 259 Bid 21-11-0004
JTF Business Systems
USD 259 Bid 21-11-0005
Kansas City Audio-Visual
USD 259 Bid 21-11-0004, 0006, 0007
Lightspeed Technologies, Inc.
USD 259 Bid 21-11-0004
Riverside Technologies
USD 259 Bid 21-11-0004
Smartgroup Systems
USD 259 Bid 21-11-0004
Two Trees Technologies
USD 259 Bid 21-11-0006
Others As Needed
$900,000.00 MS

Funding Year and Funding: 2021-2022 Capital Outlay/Supplemental General

Reason for Purchase: Audio-visual equipment, printers, and accessories used in instructional and office settings throughout the District.

7. PLASTIC BOWL, 12 OZ. 10104

Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended the low bid of Daniksco Business Solutions LLC., (Wichita, KS), in the amount of $31,320.00 be approved for the purchase of 500 cases of 12oz plastic bowls for use by Nutrition Services in their 2021-2022 menus. Should additional quantities be required to complete these menus, the item shall be billed at the bid price of $62.64 per case and shall not be returned to the Board. Contract term is July 1, 2021 through June 30, 2022.

Explanation: Low Bid

Tabulation:
Daniksco Business Solutions $31,320.00 LB

Vendors Contacted: 42

Funding Year and Funding: 2021-2022 Nutrition Services Fund

Reason for Purchase: Nutrition Services purchases various paper and plastic products for use during meal service. This item is purchased throughout the year to replenish stock on an as needed basis. The contracts are nonexclusive and can be terminated at any time.

8. PLASTIC BOWL, 3" SQUARE, 5 OZ. 10104

Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended the low bid of Daniksco Business Solutions LLC., (Wichita, KS), in the amount of $95,742.50 be approved for the purchase of 1750 cases of 5oz square plastic bowls for use by Nutrition Services in their 2021-2022 menus. Should additional quantities be required to complete these menus, the item shall be billed at the bid price of $54.71 per case and shall not be returned to the Board. Contract term is July 1, 2021 through June 30, 2022.

Explanation: Low Bid

Tabulation:
Daniksco Business Solutions $95,742.50 LB

Vendors Contacted: 42

Funding Year and Funding: 2021-2022 Nutrition Services Fund

Reason for Purchase: Nutrition Services purchases various paper and plastic products for use during meal service. This item is purchased throughout the year to replenish stock on an as needed basis. The contracts are nonexclusive and can be terminated at any time.

9. BOX, DINNER, 3-COMPARTMENT **10104**
Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended the low bid of F & A Food Sales (Concordia, KS), in the amount of $49,500.00 be approved for the purchase of 1,375 cases of 3-Compartment Dinner Boxes for use by Nutrition Services in their 2021-2022 menus. Should additional quantities be required to complete these menus, the item shall be billed at the bid price of $37.00 per case and shall not be returned to the Board. Contract term is July 1, 2021 through June 30, 2022.

Explanation: Low Bid

Tabulation:
F & A Food Sales, Inc. **$49,500.00 LB**

Vendors Contacted: 42

Funding Year and Funding: 2021-2022 Nutrition Services Fund

Reason for Purchase: Nutrition Services purchases various paper and plastic products for use during meal service. This item is purchased throughout the year to replenish stock on an as needed basis. The contracts are nonexclusive and can be terminated at any time.

10. BOX, CLEAR, SQUARE, 5" ONE COMPARTMENT **10104**
Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended the low bid of Daniksco Business Solutions LLC. (Wichita, KS), in the amount of $35,360.00 be approved for the purchase of 800 cases of 5" one compartment boxes for use by Nutrition Services in their 2021-2022 menus. Should additional quantities be required to complete these menus, the item shall be billed at the bid price of $44.20 per case and shall not be returned to the Board. Contract term is July 1, 2021 through June 30, 2022.

Explanation: Low Bid

Tabulation:
Southwest Paper Company **$35,360.00 LB**

Vendors Contacted: 42

Funding Year and Funding: 2021-2022 Nutrition Services Fund

Reason for Purchase: Nutrition Services purchases various paper and plastic products for use during meal service. This item is purchased throughout the year to replenish stock on an as needed basis. The contracts are nonexclusive and can be terminated at any time.

11. BOX, CLEAR, RECTANGLE, ONE COMPARTMENT **10104**
Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended the low bid of Daniksco Business Solutions LLC. (Wichita, KS), in the amount of $35,615.00 be approved for the purchase of 500 cases of rectangle one compartment boxes for use by Nutrition Services in their 2021-2022 menus. Should additional quantities be required to complete these menus, the item shall be billed at the bid price of $71.23 per case and shall not be returned to the Board. Contract term is July 1, 2021 through June 30, 2022.

Explanation: Low Bid

Tabulation:
Southwest Paper Company **$35,615.00 LB**

Vendors Contacted: 42

Funding Year and Funding: 2021-2022 Nutrition Services Fund

Reason for Purchase: Nutrition Services purchases various paper and plastic products for use during meal service. This item is purchased throughout the year to replenish stock on an as needed basis. The contracts are nonexclusive and can be terminated at any time.

12. CUP, PLASTIC, CLEAR, 12OZ. **10104**
Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended the low bid of Ben E. Keith (Wichita, KS), in the amount of $252,760.00 be approved for the purchase of 4000 cases of plastic cups for use by Nutrition Services in their 2021-2022 menus. Should additional quantities be required to complete these menus, the item shall be billed at the bid price of $63.19 per case and shall not be returned to the Board. Contract term is July 1, 2021 through June 30, 2022.

Explanation: Low Bid

Tabulation:
Ben E. Keith **$252,760.00 LB**

Vendors Contacted: 42

Funding Year and Funding: 2021-2022 Nutrition Services Fund

Reason for Purchase: Nutrition Services purchases various paper and plastic products for use during meal service. This item is purchased throughout the year to replenish stock on an as needed basis. The contracts are nonexclusive and can be terminated at any time.

13. TOWEL, WIPING, DISPOSABLE **10104**

Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended the low bid of F&A Food Sales (Concordia, KS), in the amount of $60,000.00 be approved for the purchase of 1,389 cases of disposable wiping towels for use by Nutrition Services in their 2021-2022 menus. Should additional quantities be required to complete these menus, the item shall be billed at the bid price of $38.88 per case and shall not be returned to the Board. Contract term is July 1, 2021 through June 30, 2022.

Explanation: Low Bid

Tabulation:

F&A Food Sales	**$60,000.00 LB**

Vendors Contacted: 42

Funding Year and Funding: 2021-2022 Nutrition Services Fund

Reason for Purchase: Nutrition Services purchases various paper and plastic products for use during meal service. This item is purchased throughout the year to replenish stock on an as needed basis. The contracts are nonexclusive and can be terminated at any time.

14. PLASTIC FORK **10104**

Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended the low bid of Ben E. Keith (Wichita, KS), in the amount of $33,768.00 be approved for the purchase of 1,200 cases of plastic forks for use by Nutrition Services in their 2021-2022 menus. Should additional quantities be required to complete these menus, the item shall be billed at the bid price of $28.14 per case and shall not be returned to the Board. Contract term is July 1, 2021 through June 30, 2022.

Explanation: Low Bid

Tabulation:

Ben E. Keith	**$33,768.00 LB**

Vendors Contacted: 42

Funding Year and Funding: 2021-2022 Nutrition Services Fund

Reason for Purchase: Nutrition Services purchases various paper and plastic products for use during meal service. This item is purchased throughout the year to replenish stock on an as needed basis. The contracts are nonexclusive and can be terminated at any time.

15. LID, PLASTIC, CLEAR, RAISED **10104**

Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended the low bid of Daniksco Business Solutions LLC. (Wichita, KS), in the amount of $23,325.00 be approved for the purchase of 500 cases of plastic lids for use by Nutrition Services in their 2021-2022 menus. Should additional quantities be required to complete these menus, the item shall be billed at the bid price of $46.65 per case and shall not be returned to the Board. Contract term is July 1, 2021 through June 30, 2022

Explanation: Low Bid

Tabulation:
Danikso Business Solutions **$23,325.00 LB**

Vendors Contacted: 42

Funding Year and Funding: 2021-2022 Nutrition Services Fund

Reason for Purchase: Nutrition Services purchases various paper and plastic products for use during meal service. This item is purchased throughout the year to replenish stock on an as needed basis. The contracts are nonexclusive and can be terminated at any time.

16. LID, PLASTIC, CLEAR, FLAT **10104**

Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended the low bid of Ben E. Keith (Wichita, KS), in the amount of $97,984.00 be approved for the purchase of 1600 cases of plastic lids for use by Nutrition Services in their 2021-2022 menus. Should additional quantities be required to complete these menus, the item shall be billed at the bid price of $61.24 per case and shall not be returned to the Board. Contract term is July 1, 2021 through June 30, 2022.

Explanation: Low Bid

Tabulation:
Ben E. Keith **$97,984.00 LB**

Vendors Contacted: 42

Funding Year and Funding: 2021-2022 Nutrition Services Fund

Reason for Purchase: Nutrition Services purchases various paper and plastic products for use during meal service. This item is purchased throughout the year to replenish stock on an as needed basis. The contracts are nonexclusive and can be terminated at any time.

17. PLASTIC SPOON **10104**

Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended the low bid of Ben E. Keith (Wichita, KS), in the amount of $28,140.00 be approved for the purchase of 1000 cases of plastic spoons for use by Nutrition Services in their 2021-2022 menus. Should additional quantities be required to complete these menus, the item shall be billed at the bid price of $28.14 per case and shall not be returned to the Board. Contract term is July 1, 2021 through June 30, 2022.

Explanation: Low Bid

Tabulation:

Ben E. Keith	**$28,140.00 LB**

Vendors Contacted: 42

Funding Year and Funding: 2021-2022 Nutrition Services Fund

Reason for Purchase: Nutrition Services purchases various paper and plastic products for use during meal service. This item is purchased throughout the year to replenish stock on an as needed basis. The contracts are nonexclusive and can be terminated at any time.

18. TRAY, FOOD, 3# RECTANGULAR **10104**

Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended the low bid of F & A Food Sales (Concordia, KS), in the amount of $41,550.00 be approved for the purchase of 3000 cases of 3# food trays for use by Nutrition Services in their 2021-2022 menus. Should additional quantities be required to complete these menus, the item shall be billed at the bid price of $13.85 per case and shall not be returned to the Board. Contract term is July 1, 2021 through June 30, 2022.

Explanation: Low Bid

Tabulation:

F&A Food Sales	**$41,550.00 LB**

Vendors Contacted: 42

Funding Year and Funding: 2021-2022 Nutrition Services Fund

Reason for Purchase: Nutrition Services purchases various paper and plastic products for use during meal service. This item is purchased throughout the year to replenish stock on an as needed basis. The contracts are nonexclusive and can be terminated at any time.

19. MEAL KITS **10104**

Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended the bid of F&W Plastics (Houston, TX), in the amount of $217,200.00 be approved for the purchase of 15,000 cases of meal kits for use by Nutrition Services in their 2021-2022 menus. The meal kits include a fork, spoon, milk straw, and a napkin. Should additional quantities be required to complete these menus, the item shall be billed at the bid price of $14.48 per case and shall not be returned to the Board. Contract term is July 1, 2021 through June 30, 2022.

Explanation: **Low Bid**

Tabulation:
F&W Plastics **$217,200.00 LB**

Vendors Contacted: 42

Funding Year and Funding: 2021-2022 Nutrition Services Fund

Reason for Purchase: Nutrition Services purchases various paper and plastic products for use during meal service. This item is purchased throughout the year to replenish stock on an as needed basis. The contracts are nonexclusive and can be terminated at any time.

20. MOVIE LICENSING SERVICES - ANNUAL **MASTER CONTROL**

Responsible party as indicated in the summary: Rob Dickson

Recommendation:
Per BOE policy 3304, it is reported payment will be made to Swank Motion Movie Licensing USA (St. Louis, MO), in an amount not to exceed $55,000.00, for a three (3) year license which fulfills the copyright compliance obligation for movies shown from our sole-source studios. The contract term is January 1, 2020 through December 31, 2023.

Explanation: **Master Control**

Tabulation:
Movie Licensing USA **$55,000.00 MC**

Funding Year and Funding: 2021-2022 Capital Outlay/Supplemental General Fund

Reason for Purchase: This license covers planned showings such as movie events, fundraisers and unplanned movies shown districtwide during inclement weather, aftercare, student rewards, holiday parties, etc.

21. DESTINY LIBRARY SYSTEM MAINTENANCE & SUPPORT - ANNUAL **MASTER CONTROL**
Responsible party as indicated in the summary: Rob Dickson

Recommendation:
Payment will be made to Follett School Solutions, Inc. (Chicago, IL), in the amount of $210,000.00, for annual support and maintenance of Destiny Library, Textbook, and Asset Systems software. The contract term is July 1, 2021 through June 30, 2022.

Explanation: Master Control

Tabulation:
Follett School Solutions, Inc. **$210,000.00 MC**

Funding Year and Funding: 2021-2022 Capital Outlay/Supplemental General Fund

Reason for Purchase: This is for annual maintenance and support of Destiny Library, Textbook, and Asset System software used by the District's libraries.

22. FACILITY MANAGEMENT SOFTWARE - CORRECTION **MASTER CONTROL**
Responsible party as indicated in the summary: Luke Newman/Rob Dickson

Recommendation:
Per policy 3304, it is reported payment will be made to Llama (Austin, TX), in the amount not to exceed $475,569.80, for Tririga facility management software, the District's work order system.

Explanation: Master Control

Tabulation:
Llama **$475,569.80 MC**

Funding Year and Funding: 2020-2021 – 2021-2022 Capital Outlay/Supplemental General Fund

Reason for Purchase: Llama will provide licensing, support, and an upgrade to Tririga to bring it to the most up to date version. This is not for additional funds. It is to correct the funding year to include 2020-2021.

23. ONBASE - ANNUAL **MASTER CONTROL**
Responsible party as indicated in the summary: Rob Dickson

Recommendation:
Per BOE Policy 3304, it is reported payment will be made to Imaging Office Systems, Inc. (Wichita, KS), in the amount of $70,000.00, for annual support and maintenance for OnBase. The contract term is June 28, 2021 to June 27, 2022.

Explanation: Master Control

Tabulation:
Imaging Office Systems, Inc. **$70,000.00 MC**

Funding Year and Funding: 2021-2022 Capital Outlay/Supplemental General

Reason for Purchase: OnBase is used to store images for software applications and central repository of documents throughout the District.

24. VMWARE SUPPORT & MAINTENANCE - ANNUAL **MASTER CONTROL**
Responsible party as indicated in the summary: Rob Dickson

Recommendation:
Per policy 3304, it is reported payment will be made to ConvergeOne (Overland Park, KS), in an amount not to exceed $150,000.00, for VMware software licenses for three (3) years. The contract term is from June 20, 2019 through June 19, 2022.

Explanation: Master Control
VMware allows the District to replicate servers. Replication saves the District on hardware costs in a server environment.

Tabulation:
ConvergeOne **$150,000.00 MC**

Funding Year and Funding: 2021-2022 Capital Outlay/Supplemental General Fund

Reason for Purchase: VMware allows the District to replicate servers. Replication saves the District on hardware costs in a server environment.

25. COPIER LEASE PAYMENTS **MASTER CONTROL**
Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended the Association of Education Purchasing Agencies (AEPA) Contract #017-B, with Konica Minolta (Ramsey, New Jersey), in the amount not to exceed $120,000.00, for the lease payment of a Konica Accurio Press 6136 Black/White and a Konica Accurio Press 6100 Color, to include software, click charges, and training, for use in the Print Center.

Explanation: Inter-Agency Cooperative Purchase

Tabulation:
AEPA Contract #017-B and #013.1
Konica Minolta **$120,000.00 IACP**

Funding Year and Funding: 2021-2022 Supplemental General Fund

Reason for Purchase: The Print Center uses these high production copiers to provide lower cost printed options for the District. This replaces the expired lease of the Konica Bizhub 1250 Black/White and the Canon IR800 color.

Request for Purchasing Approval
Supplies $20,000.00 and above
In accordance with BOE Policy 3304
June 30, 2021

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.

Request for Purchasing Approval
Supplies $20,000.00 and above
In accordance with BOE Policy 3304
June 30, 2021

Summary

Description of products/services	Amount	Responsible Party
1. Certified Athletic Trainers	$204,396.00	Amanda Kingrey/J. Means
2. Musical Instruments	$37,755.25	Andi Giesen/ Shawn Chastain
3. School and Office Supplies	$1,500,000.00	Fabian Armendariz
4. Cafeteria, Classroom, & Office Furniture	$1,500,000.00	Fabian Armendariz
5. Pre-Bound Paperback Book	$500,000.00	Andi Giesen
6. Audio Visual Equipment, Printers, Accessories, & Software	$900,000.00	Rob Dickson
7. Plastic Bowl, 12 oz.	$31,320.00	Fabian Armendariz
8. Plastic Bowl, 3" Square, 5 oz.	$95,742.50	Fabian Armendariz
9. Box, Dinner, 3-Compartment	$49,500.00	Fabian Armendariz
10. Box, Clear, Square3, 5" One Compartment	$35,360.00	Fabian Armendariz
11. Box, Clear, Rectangle, One Compartment	$35,615.00	Fabian Armendariz
12. Cup, Plastic, Clear, 12 oz.	$252,760.00	Fabian Armendariz
13. Towel, Wiping, Disposable	$60,000.00	Fabian Armendariz
14. Plastic Fork	$33,768.00	Fabian Armendariz
15. Lid, Plastic, Clear, Raised	$23,325.00	Fabian Armendariz
16. Lid, Plastic, Clear, Flat	$97,984.00	Fabian Armendariz
17. Plastic Spoon	$28,140.00	Fabian Armendariz
18. Tray, Food, 3# Rectangular	$41,500.00	Fabian Armendariz
19. Meal Kits	$217,200.00	Fabian Armendariz
20. Movie Licensing Services – Annual	$55,000.00	Rob Dickson
21. Destiny Library System Maintenance & Support	$210,000.00	Rob Dickson
22. Faculty Management Software – Correction	$475,569.80	Luke Newman/Rob Dickson
23. OnBase – Annual	$70,000.00	Rob Dickson
24. VMWare Support & Maintenance	$150,000.00	Rob Dickson
25. Copier Lease Payments	$120,000.00	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.