Appendix 4

Request for Purchasing Approval
Supplies $20,000.00 and above
In accordance with BOE Policy 3304
Date: March 7, 2022

1. **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: 2021 – 2022 Nutrition Services Fund

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

2. **FOOD – JANUARY 2022** **MASTER CONTROL**
Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is reported, food items scheduled to be used for 2021-2022 menus have been purchased in the amount of $867,272.56. An itemized report is attached for review.

Explanation: Master Control

Tabulation:
See Attachment A **$867,272.56 MC**

Funding Year and Funding: 2021-2022 Nutrition Services Fund

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

3. **SUPPLY WAREHOUSE STOCK – JANUARY 2022** **MASTER CONTROL**
Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
Reported stock supplies for the Supply Warehouse to be utilized throughout the District have been purchased for $189,595.56 an itemized report is attached for review.

Explanation: Master Control

Tabulation:
See Attachment B **$189,595.56 MC**

Funding Year and Funding: 2021-2022 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 timesaving.

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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. Food Safety Health Inspection License Renewals	$32,135.00	Fabian Armendariz
2. Food - January 2022	$867,272.56	Fabian Armendariz
3. Supply – January 2022	$189,595.56	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 – January 2022

Purchase Order	Supplier	Item Description	Purchase Order Amount
WPS2206213	F & A FOOD SALES INC	NS2130 - APPLESAUCE, UNSWEETENED, CANNED, 6/#10/cs	$ 21,504.00
WPS2206214	F & A FOOD SALES INC	NS2133 - APPLESAUCE, UNSWEETENED, WITH STRAWBERRY PUREE, INDIVIDUAL PACKAGES, 72ct/CS.	$ 18,360.00
WPS2206217	HEALY BIODIESEL INC	Healy NS Monthly Grease Trap Monitoring	$ 300.00
WPS2206218	TERMINIX INTERNATIONAL COMPANY LIMITED PARTNERSHIP	Pest services 10/26/01 - 11/23/21	$ 170.67
WPS2206222	F & A FOOD SALES INC	NS3245 - BAR, DUNKING STICK, WHOLE GRAIN RICH, (all other grains enriched), TWIN PACK, INDIVIDUALLY WRAPPED, FROZEN, 60ct/CS	$ 9,685.00
WPS2206223	F & A FOOD SALES INC	NS3791 - MUFFIN, CHOCOLATE, CHOCOLATE CHIP, INDIVIDUALLY WRAPPED, 60ct/CS	$ 13,750.00
WPS2206224	F & A FOOD SALES INC	NS3781 - MUFFIN, BLUEBERRY, INDIVIDUALLY WRAPPED,WHOLE GRAIN RICH, FROZEN, 48ct/CS	$ 22,567.22
WPS2206225	F & A FOOD SALES INC	NS3229 - BAGEL, STRAWBERRY CREAM CHEESE FILLED, INDIVIDUALLY WRAPPED, FROZEN, 72ct/CS	$ 13,854.60
WPS2206226	F & A FOOD SALES INC	NS3320 - BREAD, FRENCH, WHOLE GRAIN RICH, FROZEN, 96ct/CS	$ 14,400.00
WPS2206226	F & A FOOD SALES INC	NS3320 - BREAD, sliced hoagie roll, WHOLE GRAIN RICH, FROZEN, 96ct/CS	
WPS2206247	PRAIRIE MILLS BAKING COMPANY LLC	NS36401 - Donuts, Powdered, Individually wrapped, 72ct/CS	$ 47,604.48
WPS2206248	PRAIRIE MILLS BAKING COMPANY LLC	NS38380 - Pancake, Strawberry 2pk, 72ct/CS	$ 28,814.40
WPS2206249	PRAIRIE MILLS BAKING COMPANY LLC	NS36501 - Donuts, Chocolate, Individually wrapped, 72ct/CS	$ 55,708.80
WPS2206250	PRAIRIE MILLS BAKING COMPANY LLC	NS3781 - Muffin, Blueberry, WG, IW, 48ct/CS	$ 14,542.08
WPS2206255	BEN E KEITH COMPANY	Ben E, Keith	$ 4,273.70
WPS2206256	BEN E KEITH COMPANY	Ben E. Keith	$ 4,901.36
WPS2206257	BEN E KEITH COMPANY	Ben E. Keith #65424985	$ 9,462.50

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WPS2206311	BEN E KEITH COMPANY	Ben E. Keith	$ 1,923.92
WPS2206375	GREGORY PACKAGING INC	Juice, Apple, 40ct/4.23oz, Suncup 400305 juices	$ 22,041.60
WPS2206377	TYSON PREPARED FOODS INC	NS1070 - PANCAKE WRAPPED SAUSAGE LINKS, FULLY COOKED. 180ct/CS.	$ 5,300.00
WPS2206378	BEN E KEITH COMPANY	NS2504 - HUMMUS, CLASSIC, 6/5lb/CS	$ 5,307.00
WPS2206428	BEN E KEITH COMPANY	Ben E. Keith Jan 2022	$ 5,269.60
WPS2206441	PRAIRIE MILLS BAKING COMPANY LLC	NS3924 - Roll, Cinnamon 2G (BC), 72ct/2.8oz/CS	$ 14,930.00
WPS2206443	F & A FOOD SALES INC	NS5732 - CHEESE, SHREDDED LIGHT PASTEURIZED PROCESS AMERICAN. 4/5lb/CS.	$ 8,160.00
WPS2206444	LAND O' LAKES INC	NS5735 - CHEESE, CUBES, MILD CHEDDAR, REDUCED FAT, 5lb BAG. 4/5lbs/CS	$ 9,352.50
WPS2206445	HAMMEL SCALE CO INC	Hammel Scale - NS Regular Inspection and maintenance on scales for FPC	$ 349.45
WPS2206451	F & A FOOD SALES INC	NS4820 - 32077 Chips,	$ 12,981.65
WPS2206452	F & A FOOD SALES INC	NS16561 - SANDWICH, PEANUT BUTTER AND GRAPE JELLY. 72ct/CS.	$ 34,000.00
WPS2206474	BEN E KEITH COMPANY	Ben E. Keith 1/11/22	$ 6,783.60
WPS2206543	BEN E KEITH COMPANY	Ben E. Keith 12/03/21	$ 265.35
WPS2206558	LIBERTY FRUIT CO INC	Liberty Fruit NS	$ 54,990.33
WPS2206580	F & A FOOD SALES INC	NS1337 - EGG, WHOLE, HARD BOILED, FULLY COOKED. 144ct/CS	$ 3,450.00
WPS2206589	BEN E KEITH COMPANY	NS4513, Peanut Butter 5# tub, Ellington Farms, 6/5#/cs	$ -
WPS2206591	GREGORY PACKAGING INC	Juice, Apple, 40ct/4.23oz, Suncup 400305	$ 22,041.60
WPS2206595	BEN E KEITH COMPANY	NS6486, Grape Jelly (#10), 6/#10/cs	$ 2,898.50
WPS2206608	BEN E KEITH COMPANY	Ben E. Keith NS Jan	$ 13,651.25
WPS2206614	LIBERTY FRUIT CO INC	Liberty Fruit NS Jan	$ 49,907.67
WPS2206622	BEN E KEITH COMPANY	Ben E. Keith NS Sample - Roast beef	$ 84.44
WPS2206629	BEN E KEITH COMPANY	NS4513, Peanut Butter 5# tub, Ellington Farms, 6/5#/cs	$ 2,743.63
WPS2206667	F & A FOOD SALES INC	NS4820 - 32077 Chips, Crunchy Cheetos (.875 oz), Baked!! . Individual size portion, 104ct/cs, Frito Lay #62933	$ 14,705.30
WPS2206668	BEN E KEITH COMPANY	NS1040 - Roast Beef, Deli Thin Slice. 6/2lbs/CS	$ 4,024.50

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WPS2206669	BEN E KEITH COMPANY	NS7310 - CUP, PLASTIC, CLEAR, 12OZ. 20/50ct/CS	$ 6,319.00
WPS2206677	Ripple Foods PBC	Ripple on the Go, 12 pack, Vanilla-9916800, 12/8oz	$ 3,494.40
WPS2206678	EMPORIA WHOLESALE COFFEE CO	JELLY GRAPE # 10 CAN 6 8 LB CARRIAGE 384099 4020001201	$ 1,716.50
WPS2206776	LAND O' LAKES INC	NS5730 - CHEESE, MOZZERELLA, SHREDDED, FANCY, 5lb BAG. 4/5lbs/CS	$ 7,126.50
WPS2206798	BEN E KEITH COMPANY	Ben E. Keith	$ 8,355.70
WPS2206799	LIBERTY FRUIT CO INC	Liberty Fruit	$ 28,748.60
WPS2206806	F & A FOOD SALES INC	NS3501 - Reese's Puffs, 1oz Bowl pack; or approved equal.	$ 21,184.06
WPS2206815	ES FOODS INC	NS2010 – Breakfast Break-Nutrigrain ES Foods--61237 – Nutrigrain Bar, Strawberry Breakfast Break	$ 45,346.56
WPS2206832	GREGORY PACKAGING INC	Juice, Apple, 40ct/4.23oz, Suncup 400305	$ 22,041.60
WPS2206838	UPSTATE NIAGARA COOPERATIVE INC	NS5940 - YOGURT, 4 OUNCE, VARIOUS FLAVORS. 48ct/CS.	$ 25,945.92
WPS2206853	BEN E KEITH COMPANY	Country Pure Foods 62001 (Admore Farms/Juice4U), 44/4.23oz/cs, $10/cs, Apple, Grape and Tropical Punch	$ 4,200.00
WPS2206887	BEN E KEITH COMPANY	NS1335 Egg Hard Cooked 2pk Sunny Fresh Farms, 50074-110023560, 16/2ct/cs,	$ 7,096.50
WPS2206889	BEN E KEITH COMPANY	Ben E. Keith	$ 4,308.00
WPS2206906	BEN E KEITH COMPANY	Ben E. Keith	$ 1,987.88
WPS2206940	F & A FOOD SALES INC	NS4820 - 32077 Chips, Crunchy Cheetos (.875 oz), Baked!! . Individual size portion, 104ct/cs, Frito Lay #62933	$ 24,251.30
WPS2206985	LIBERTY FRUIT CO INC	Liberty Fruit	$ 22,841.99
WPS2207018	BEN E KEITH COMPANY	Ben E. Keith	$ 792.93
WPS2207102	BEN E KEITH COMPANY	Ben E. Keith	$ 11,873.70
WPS2207122	LIBERTY FRUIT CO INC	Liberty Fruit 1/24/22-1/27/22	$ 44,580.72
TOTAL			**$ 867,272.56**

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Attachment B
Supply Warehouse – January 2022

Order	Supplier	Creation Date	Item Description	Purchase Order Line Amount
WPS2206271	VERITIV OPERATING COMPANY	1/6/2022	Stripper, for floors, for use on all types of resilient flooring surfaces, aggressive and fast-acting, equivalent to "Betco Extreme #18405-00" ONLY	$ 11,034.72
	VERITIV OPERATING COMPANY		Wax, Floor finish, 5 Gal. Container, black-heel-mark resistant, High-gloss, metal interlocked acrylic polymer, 2000-3000 sq ft coverage, 30 min or better dry-time, "Betco Glare #60505-00" or "Betco Glare #60539-00" ONLY	$ 28,224.00
WPS2206272	WILLIAMS LAFE T & ASSOC INC	1/6/2022	Finish, for wooden/gym floors, oil modified urethane varnish, 5 gallon buckets, sold by the gallon; "Sikafloor WP-1" ONLY	$ 4,306.40
WPS2206273	BRADY INDUSTRIES OF KANSAS LLC	1/6/2022	Wax, Floor finish, 5 Gal. Container, black-heel-mark resistant and non-scuffing, High-gloss, acrylic polymer blend, 2000-3000 sq ft coverage, 30 min or better dry-time, "Betco Untouchable SRT #60605-00" or "Betco Untouchable SRT #60639-00"	$ 47,658.24
WPS2206279	Waxie's Enterprises LLC	1/6/2022	Pad, 12" Red, Buffing/Cleaning/Polishing, for use on rotary or automatic floor machines, "3M 5100" ONLY	$ 120.45
	Waxie's Enterprises LLC		Tampons, Regular, in vending tube, 500 per case, "HOSPECO TAMPAX T500" ONLY	$ 328.95
WPS2206280	SHERWIN WILLIAMS	1/6/2022	Sealer, SHER-WOOD Hi Build Lacquer Sanding Sealer	$ 1,480.05
WPS2206287	BARTON SOLVENTS INC	1/6/2022	Cleaner, wil bond barton, gallon Barsol A-2667	$ 1,124.20
WPS2206291	UNITED INDUSTRIES INC	1/6/2022	Acid-Rite ph adjustment system tablets, Sodium Bisulfate, 45 lb Pail, Red Tablets, for use with "Acid-Rite 450" systems	$ 4,986.00
	UNITED INDUSTRIES INC		Calcium Hypochlorite Tablets, Accu-Tab #P023590	$ 4,126.80
WPS2206316	PUR-O-ZONE INC	1/6/2022	Cleaner, Paint, Oil & Grease Remover, 22 oz., sold by the bottle, "Pro-Link #06122" ONLY	$ 907.92
WPS2206425	BRADY INDUSTRIES OF KANSAS LLC	1/10/2022	Head, wet mop, White, Rubbermaid, 24oz w/ 5" headband	$ 735.24
WPS2206709	PERFORMANCE HEALTH SUPPLY INC	1/19/2022	Gauze, 3" X 4" pad (Telfa type pad), sterile, non adhere, without adhesive, 100/box	$ 352.32
WPS2206710	PERFORMANCE HEALTH SUPPLY INC	1/19/2022	Protectors, thermometer, thermoscan ear thermometer, sleeve - box of 200	$ 142.00
	PERFORMANCE HEALTH SUPPLY INC		shipping per invoice	$ 11.36

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WPS2206713	DANIKSCO BUSINESS SOLUTIONS LLC	1/19/2022	Sharpener, Pencil, Boston Model #1031	$ 272.52
WPS2206715	Border States Industries Inc	1/19/2022	Conduit, EMT, 3/4", 10' lengths	$ 769.80
	Border States Industries Inc		Wire, building, #12, THHN, THWN, black, stranded	$ 880.00
	Border States Industries Inc		Wire, building, #12, THHN, THWN, white, stranded	$ 440.00
WPS2206719	MOHAWK CARPET DISTRIBUTION INC	1/19/2022	Tabs, for carpet tile, Flexloc, 150 yards per box - Price Break at 251+ Boxes	$ 669.12
WPS2206720	AIRGAS INC	1/19/2022	Glove, Chore, Gold, Extra heavy-weight fleece cotton with knit wrist, lined and bonded, clute-cut pattern, One-size fits most, equivalent to "Boss Tom Cat #1BC0341"	$ 79.20
WPS2206721	Digital Dolphin Products LLC	1/19/2022	Paper, bristol, ivory, 8 1/2" X 11", 250 sheets/pkg., card stock, 67#	$ 1,178.24
WPS2206722	MIDLAND PAPER COMPANY	1/19/2022	Paper, bristol, gray, 8 1/2" X 11", 250 sheets/pkg., card stock, 67#	$ 832.00
WPS2206725	ENVISION	1/19/2022	Kit, Envision Body Fluid Clean Up Kit, Pt#ENV-BFCUK	$ 100.00
	ENVISION		Liner, Medium, 35 Gal, 2 Mil, 40x43, 100 bags/case, TB-231743	$ 24,615.00
	ENVISION		Liner, large plastic can, refuse removal, 55 gallon, 100/box, TB-231746	$ 28,170.00
WPS2206736	SCHOOL SPECIALTY LLC	1/19/2022	Putty Knife, 1 1/2" width, Stiff blade, chisel edge for scraping, full tang blade, tapered ergonomic handle, equivalent to "Warner 90109"	$ 265.05
WPS2206737	ACCREDITED LOCK SUPPLY	1/19/2022	ASSA ABLOY DC6210-689-M54, Door closer, silver aluminum finish, parallel arm mounting, fully adjustable spring power to accommodate sizes 1 through 6, includes sex-nuts and bolts (SNBs) (1-3/4" minimum thickness)	$ 4,302.00
	ACCREDITED LOCK SUPPLY		Cabinet Lock, 1 3/16" Disc Tumbler Cylinder Cam Lock, Keyed alike #205, nickel finish, "National CompX C8053-C205A-14A" ONLY	$ 225.00
WPS2206738	VERITIV OPERATING COMPANY	1/19/2022	Tape, Box Sealing, Clear, 3M Scotch Industrial Box Sealing Tape # 371, 48mm x 100m (2"x110yd)	$ 716.76
	VERITIV OPERATING COMPANY		Virex Plus, Disinfectant Cleaner & Deodorant, "Diversey# 101102926" ONLY; 2 x 84.5 oz./2.5 L J-Fill, 2 bottles per case	$ 9,930.36
	VERITIV OPERATING COMPANY		Wastebasket, steel office, green, black or brown, 26 quart capacity, 14 1/2" X 13 1/2"	$ 947.52
WPS2206739	PYRAMID SCHOOL PRODUCTS	1/19/2022	Duster, genuine lambs wool, 12" dusting head, with durable telescoping handle, handle extends to approximately 44"; equivalent to "LAMBSKIN SPECIALTIES #350EX	$ 632.16
	PYRAMID SCHOOL PRODUCTS		Mat, doorway carpet, 3'x5', chocolate, 3/8 inch overall thickness, rubber cleated backing, cut pile surface construction, equivalent to "M+A Matting ColorStar Mat, Product# 100, color Chocolate (9)"	$ 1,455.44
WPS2206740	Waxie's Enterprises LLC	1/19/2022	Pad, scouring, Scotch-Brite, 96CC, 6"x9", 10 pack	$ 558.00
WPS2206741	WILLIAMS LAFE T & ASSOC INC	1/19/2022	Deodorizer, bacteria/enzyme for drains, Spartan Chemicals #319703, ready-to-use 1 qt. bottle	$ 662.40

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WPS2206742	BRADY INDUSTRIES OF KANSAS LLC	1/19/2022	Battery, Size C, Duracell Procell	$ 272.16
	BRADY INDUSTRIES OF KANSAS LLC		Cleaner, Prominence, Heavy Duty floor, "DIVERSEY# 94996466" ONLY, 2 x 84.5 oz./2.5 L J-Fill, 2 bottles per case	$ 5,592.18
	BRADY INDUSTRIES OF KANSAS LLC		Toilet Bowl Brush, plastic handle, 15" overall length; "RUBBERMAID FG631000" ONLY	$ 84.00
WPS2206847	DCC Propane, LLC	1/21/2022	Propane, Gas, 20 lb Bottle	$ 220.00
	DCC Propane, LLC		Propane, Gas, 33 lb Bottle	$ 188.00
TOTAL				**$ 189,595.56**

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