Request for Purchasing Approval
Supplies $20,000.00 and above
In accordance with BOE Policy 3304
Date: June 30, 2022

1. BULK TECHNOLOGY HARDWARE DEVICES & ACCESSORIES FOR STAFF AND STUDENTS **See Tabulation**

Responsible party as indicated in the summary: Rob Dickson

Recommendation:
It is recommended the Board approve the multiple sources of Apple Computer, Inc. (Austin, TX), BTek Holdings (Saint Petersburg, FL), Dell Marketing, L.P. (Round Rock, TX), Kansas City Audio-Visual (Kansas City, MO), Microsoft Store (Redmond, WA), and Riverside Technologies, Inc. (North Sioux City, SD), Bluum of Texas (Irving, TX) and others as needed, in the amount not to exceed $5,200,000.00 for District Standard Hardware approved equipment required by District schools.

Explanation: **Multiple Sources**

Tabulation:

AGiRepair, Inc.
USD 259 Bid 22183
Apple Computers, Inc.
Statewide Mandatory Use Contract #40398
Bluum of Texas
USD 259 Bid 22182, 22183, & 22186,1,
BTek Holdings
USD 259 Bid 22183
Dell Marketing, L.P.
Statewide Mandatory Use Contract #40400 & RFB 22184,1
Kansas City Audio Visual
USD 259 Bid 22186,1
Microsoft Store
State of Kansas Contract #403395, RFB 22183, & 22184,1
Riverside Technologies, Inc.
USD 259 Bid 22186,1, 22185,1, 22184,1

Others as needed **$5,200,000.00**

Funding Year and Funding: 2022-2023 Capital Outlay/Lease Purchase Financing/Federal Funds

Reason for Purchase: The IST Department will make purchases on behalf of the District's students and staff for technology hardware devices and accessories to be used by District schools for the beginning of the 2021-2022 school year.

2. 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: 2022-2023 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.

3. PRE-BOUND PAPERBACK BOOK **07-41-395**

Responsible party as indicated in the summary: Gil Alvarez

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: 2022-2023 Various Funds

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

4. 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 BTek Holdings (Saint Petersburg, FL), CDI Computers (Chicago, Ill.) CDW-Government (Chicago, IL), Coast to Coast Computer Products (Simi Valley, CA) Lightspeed Technologies, Inc. (Tualatin, OR), and Kansas City Audio Visual (Kansas City, KS), 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, digital signage, projectors, printers, installation and various other audio visual equipment and accessories, as needed districtwide.

Explanation: Multiple Sources

Tabulation:
BTek Holdings
USD 259 Bid 22139,1
Coast to Coast
USD 259 Bid 22180,1
CDW-Government
Contract 40400A
Kansas City Audio-Visual
USD 259 Bid 22180,1, 22181
Lightspeed Technologies, Inc.
USD 259 Bid 22180,1
Others As Needed

$900,000.00 MS

Funding Year and Funding: 2022-2023 Capital Outlay/Supplemental General

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

5. SLIDE SEAL DELI BAG 22174
Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended the low bid of Veritiv Operating Company, (Wichita, KS), in the amount of $160,000.00 be approved for the purchase of 4000 cases of Fanta deli bags for use by Nutrition Services in their 2022-2023 menus. Should additional quantities be required to complete these menus, the item shall be billed at the bid price of $40.00 per case and shall not be returned to the Board. Contract term is July 1, 2022 through June 30, 2023.

Explanation: Low Bid

Tabulation:
Veritiv Operating Company **$160,000.00 LB**

Vendors Contacted: 44

Funding Year and Funding: 2022-2023 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.

6. PLASTIC BOWL, 12 OZ. 22174
Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended the low bid of Waxie Enterprises LLC., (Wichita, KS), in the amount of $34,425.00 be approved for the purchase of 500 cases of Atrium 12oz plastic bowls for use by Nutrition Services in their 2022-2023 menus. Should additional quantities be required to complete these menus, the item shall be billed at the bid price of $68.85 per case and shall not be returned to the Board. Contract term is July 1, 2022 through June 30, 2023.

Explanation: Low Bid

Tabulation:
Waxie Enterprises $34,425.00 LB

Vendors Contacted: 44

Funding Year and Funding: 2022-2023 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.

7. PLASTIC BOWL, 3" SQUARE, 5 OZ. 22174
Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended the low bid of Waxie Enterprises LLC., (Wichita, KS), in the amount of $126,262.50 be approved for the purchase of 1750 cases of 5oz square plastic bowls for use by Nutrition Services in their 2022-2023 menus. Should additional quantities be required to complete these menus, the item shall be billed at the bid price of $72.15 per case and shall not be returned to the Board. Contract term is July 1, 2022 through June 30, 2023.

Explanation: Low Bid

Tabulation:
Waxie Enterprises $126,262.50 LB

Vendors Contacted: 44

Funding Year and Funding: 2022-2023 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. BOX, DINNER, 3-COMPARTMENT **22174**
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 $61,435 be approved for the purchase of 1,375 cases of 3-Compartment Dinner Boxes for use by Nutrition Services in their 2022-2023 menus. Should additional quantities be required to complete these menus, the item shall be billed at the bid price of $44.68 per case and shall not be returned to the Board. Contract term is July 1, 2022 through June 30, 2023.

Explanation: Low Bid

Tabulation:
Ben E. Keith **$61,435.00 LB**

Vendors Contacted: 44

Funding Year and Funding: 2022-2023 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, CLEAR, SQUARE, 5" ONE COMPARTMENT **22174**
Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended the low bid of Waxie Enterprises LLC. (Wichita, KS), in the amount of $38,856.00 be approved for the purchase of 800 cases of 5" one compartment boxes for use by Nutrition Services in their 2022-2023 menus. Should additional quantities be required to complete these menus, the item shall be billed at the bid price of $48.57 per case and shall not be returned to the Board. Contract term is July 1, 2022 through June 30, 2023.

Explanation: Low Bid

Tabulation:
Waxie Enterprises **$38,856.00 LB**

Vendors Contacted: 44

Funding Year and Funding: 2022-2023 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, RECTANGLE, ONE COMPARTMENT **22174**
Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended the low bid of Waxie Enterprises LLC. (Wichita, KS), in the amount of $40,695.00 be approved for the purchase of 500 cases of rectangle one compartment boxes for use by Nutrition Services in their 2022-2023 menus. Should additional quantities be required to complete these menus, the item shall be billed at the bid price of $81.39 per case and shall not be returned to the Board. Contract term is July 1, 2022 through June 30, 2023.

Explanation: Low Bid

Tabulation:
Waxie Enterprises **$40,695.00 LB**

Vendors Contacted: 44

Funding Year and Funding: 2022-2023 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. CUP, PLASTIC, CLEAR, 12OZ. **22174**
Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended the low bid of Veritiv Operating Company, (Wichita, KS), in the amount of $532,280.00 be approved for the purchase of 4000 cases of plastic cups for use by Nutrition Services in their 2022-2023 menus. Should additional quantities be required to complete these menus, the item shall be billed at the bid price of $133.07 per case and shall not be returned to the Board. Contract term is July 1, 2022 through June 30, 2023.

Explanation: Low Bid

Tabulation:
Veritiv Operating Company **$532,280.00 LB**

Vendors Contacted: 44

Funding Year and Funding: 2022-2023 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. TOWEL, WIPING, DISPOSABLE **22174**
Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended the low bid of Waxie Enterprises LLC., (Wichita, KS), in the amount of $64,557.00 be approved for the purchase of 1620 cases of disposable wiping towels for use by Nutrition Services in their 2022-2023 menus. Should additional quantities be required to complete these menus, the item shall be billed at the bid price of $39.85 per case and shall not be returned to the Board. Contract term is July 1, 2022 through June 30, 2023.

Explanation: Low Bid

Tabulation:
Waxie Enterprises **$64,557.00 LB**

Vendors Contacted: 44

Funding Year and Funding: 2022-2023 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. PLASTIC FORK **22174**
Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended the low bid of Waxie Enterprises LLC., (Wichita, KS), in the amount of $47,925.00 be approved for the purchase of 1,500 cases of plastic forks for use by Nutrition Services in their 2022-2023 menus. Should additional quantities be required to complete these menus, the item shall be billed at the bid price of $31.95 per case and shall not be returned to the Board. Contract term is July 1, 2022 through June 30, 2023.

Explanation: Low Bid

Tabulation:
Waxie Enterprises **$47,925.00 LB**

Vendors Contacted: 44

Funding Year and Funding: 2022-2023 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. LID, PLASTIC, CLEAR, RAISED **22174**
Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended the low bid of Waxie Enterprises LLC., (Wichita, KS), in the amount of $25,360.00 be approved for the purchase of 500 cases of plastic lids for use by Nutrition Services in their 2022-2023 menus. Should additional quantities be required to complete these menus, the item shall be billed at the bid price of $50.72 per case and shall not be returned to the Board. Contract term is July 1, 2022 through June 30, 2023.

Explanation: Low Bid

Tabulation:
Waxie Enterprises **$25,360.00 LB**

Vendors Contacted: 44

Funding Year and Funding: 2022-2023 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, FLAT **22174**
Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended the low bid of Veritiv Operating Company, (Wichita, KS), in the amount of $178,048.00 be approved for the purchase of 1600 cases of plastic lids for use by Nutrition Services in their 2022-2023 menus. Should additional quantities be required to complete these menus, the item shall be billed at the bid price of $111.28 per case and shall not be returned to the Board. Contract term is July 1, 2022 through June 30, 2023.

Explanation: Low Bid

Tabulation:
Veritiv Operating Company **$178,048.00 LB**

Vendors Contacted: 44

Funding Year and Funding: 2022-2023 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. PLASTIC SPOON **22174**
Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended the low bid of Waxie Enterprises LLC., (Wichita, KS), in the amount of $31,950.00 be approved for the purchase of 1000 cases of plastic spoons for use by Nutrition Services in their 2022-2023 menus. Should additional quantities be required to complete these menus, the item shall be billed at the bid price of $31.95 per case and shall not be returned to the Board. Contract term is July 1, 2022 through June 30, 2023.

Explanation: Low Bid

Tabulation:
Waxie Enterprises **$31,950.00 LB**

Vendors Contacted: 44

Funding Year and Funding: 2022-2023 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. TRAY, FOOD, 3# RECTANGULAR **22174**
Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended the low bid of Waxie Enterprises LLC., (Wichita, KS), in the amount of $38,620.00 be approved for the purchase of 2000 cases of 3# food trays for use by Nutrition Services in their 2022-2023 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, 2022 through June 30, 2023.

Explanation: Low Bid

Tabulation:
Waxie Enterprises **$38,620.00 LB**

Vendors Contacted: 44

Funding Year and Funding: 2022-2023 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. MEAL KITS **22174**

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 $240,750.00 be approved for the purchase of 15,000 cases of meal kits for use by Nutrition Services in their 2022-2023 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 $16.05 per case and shall not be returned to the Board. Contract term is July 1, 2022 through June 30, 2023.

Explanation: **Low Bid**

Tabulation:
F&W Plastics **$240,750.00 LB**

Vendors Contacted: 44

Funding Year and Funding: 2022-2023 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. NUTRITION SERVICES – EMPLOYEE UNIFORMS **BID EXEMPT**

Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended the Sourcewell Contract #040920-UFC with UniFirst Corporation, (Wilmington, MA) in the amount of $50,000.00, be approved as the uniform provider for Nutrition Services. The contract term is July 1, 2022 through June 30, 2023.

Explanation: **Inter-Agency Cooperative Purchase**

Tabulation:
Sourcewell Contract #040920-UFC
Unifirst Corporation **$50,000.00 IACP**

Funding Year and Funding: 2022-2023 Nutrition Services Fund

Reason for Purchase: Nutrition Services provides an allowance for uniform needs for its employees based on union negotiations.

20. VEHICLE LEASE PAYMENTS **Master Control**

Responsible party as indicated in the summary: Susan Willis/ Luke Newman

Recommendation:
It is recommended the E and I Cooperative Contract #CNR01494, with Enterprise Holdings Inc. (Roslyn Heights, NY), in the amount not to exceed $2,400,000.00 for the payment of leased district fleet vehicles and Geotab GPS and vehicle health tracking.

Explanation: Master Control

Tabulation:
Enterprise Holdings Inc. **$2,400,000.00 MC**

Funding Year and Funding: 2022-2023 Capital Outlay Fund

Reason for Purchase: The original contract was approved on August 23, 2021 to phase out the district fleet with newer leased vehicles over the course of three years. Due to the current production timelines, a large volume of vehicles have been ordered through Enterprise, however it is uncertain when delivery will be made. This agenda item is in preparation for prompt payment in the event that these vehicles are delivered more timely than expected.

Request for Purchasing Approval
Supplies $20,000.00 and above
In accordance with BOE Policy 3304
Date: June 30, 2022

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
Date: June 30, 2022

Summary

Description of products/services	Amount	Responsible Party
1. Bulk Technology Hardware Devices & Accessories for Staff and Students	$5,200,000.00	Rob Dickson
2. School & Office Supplies	$1,500,000.00	Fabian Armendariz
3. Pre-Bound Paperback Books	$500,000.00	Gil Alvarez
4. Audio Visual Equipment, Printers, Accessories, & Software	$900,000.00	Rob Dickson
5. Slide Seal Deli Bag	$160,000.00	Fabian Armendariz
6. Plastic Bowl, 12oz.	$34,425.00	Fabian Armendariz
7. Plastic Bowl, 3" Square, 5oz.	$126,262.50	Fabian Armendariz
8. Box, Dinner, 3-Compartment	$61,435.00	Fabian Armendariz
9. Box, Clear, Square, 5" One Compartment	$38,856.00	Fabian Armendariz
10. Box, Clear, Rectangle, One Compartment	$40,695.00	Fabian Armendariz
11. Cup, Plastic, Clear, 12oz.	$532,280.00	Fabian Armendariz
12. Towel, Wiping, Disposable	$64,557.00	Fabian Armendariz
13. Plastic Fork	$47,925.00	Fabian Armendariz
14. Lid, Plastic, Clear, Raised	$25,360.00	Fabian Armendariz
15. Lid, Plastic, Clear, Flat	$178,048.00	Fabian Armendariz
16. Plastic Spoon	$31,950.00	Fabian Armendariz
17. Tray, Food, 3# Rectangular	$38,620.00	Fabian Armendariz
18. Meal Kits	$240,750.00	Fabian Armendariz
19. Nutrition Services Employee Uniforms	$50,000.00	Fabian Armendariz
20. Vehicle Lease Payments	$2,400,000.00	Susan Willis/Luke Newman

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.