**Request for Purchasing Approval**
**Supplies $20,000.00 and above**
In accordance with BOE Policy 3304
Date: August 22, 2022

**1. SECURLY – PROCUREMENT METHOD UPDATE** **MASTER CONTROL**
Responsible party as indicated in the summary: Rob Dickson

**Recommendation:**
Per BOE Policy 3304, it is reported payment will be made to CDW-Government for Securly (Charlotte, NC) in the amount of $60,000.00, for annual support and maintenance of web filter. This procurement method change is reducing the previously requested amount and changing the supplier who is providing the product.

**Explanation: Master Control**

**Tabulation:**
**CDW-Government** **$60,000.00 MC**

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

**Reason for Purchase:** Annual support and maintenance of web filter 2022-2023.

**2. CORWIN PROFESSIONAL DEVELOPMENT** **BID EXEMPT**
Responsible party as indicated in the summary: Susan Willis

**Recommendation:**
Per BOE Policy 3304, it is reported payment will be made to SAGE Publications, Inc. (Thousand Oaks, CA) in the amount of $200,000.00, for professional development, webinars, and workshops for non public schools.

**Explanation: Bid Exempt**

**Tabulation:**
**SAGE Publications, Inc.** **$200,000.00 BE**

**Funding Year and Funding:** 2022-2023 Federal Funds

**Reason for Purchase:** Through Title I, funds are allocated for the Wichita Area nonpublic schools. These schools have been using Corwin/SAGE for professional development, webinars, and workshops. This agenda item is to pay for those services on their behalf.

**3. DIGITAL REPEATERS** **BID EXEMPT**
Responsible party as indicated in the summary: Terri Moses

**Recommendation:**
It is recommended the State of Kansas Contract to Motorola Solutions (Chicago, IL), be approved in the amount of $81,151.42, for the purchase of six digital repeaters used in six District buildings.

**Explanation: Inter-Agency Cooperative Purchase**

**Tabulation:**
*State of Kansas Contract*
**Motorola Solutions** **$81,151.42 IACP**

**Funding Year and Funding:** 2022-2023 Capital Funds

**Reason for Purchase:** The purchase of these digital repeaters will upgrade six district buildings to from analog to digital repeaters.

**4. SUPPLY WAREHOUSE STOCK – JULY 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 $9,407.42 an itemized report is attached for review.

**Explanation: Master Control**

**Tabulation:**
**See Attachment A** **$9,407.42 MC**

**Funding Year and Funding:** 2022-2023 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.

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

**Recommendation:**
It is reported, food items scheduled to be used for 2022-2023 menus have been purchased in the amount of $1,486,558.44. An itemized report is attached for review.

**Explanation: Master Control**

**Tabulation:**
**See Attachment B** **$1,486,558.44 MC**

**Funding Year and Funding:** 2022-2023 Nutrition Services Fund

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

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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. Securly – Correction | $60,000.00 | Rob Dickson |
| 2. Corwin Professional Development | $200,000.00 | Susan Willis |
| 3. Motorola Solutions | $80,151.42 | Terri Moses |
| 4. Supply Warehouse – July 2022 | $9,407.42 | Fabian Armendariz |
| 5. Food – July 2022 | $1,486,558.44 | 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**

| Purchase Order | Date | Supplier | Item Description | Amount |
|---|---|---|---|---|
| WPS2300025 | 7/11/2022 | CLAMPITT PAPER COMPANY OF OKLAHOMA | Paper, bond, salmon, 8 1/2"x11", 500 sheets/ream | $ 1,300.60 |
| WPS2300163 | 7/14/2022 | STAR LUMBER & SUPPLY CO INC | Lumber, Northern Red Oak, 5/4 FAS, skip plained/hit and miss to 1 1/8", kiln d | $ 1,095.56 |
| WPS2300582 | 7/29/2022 | Waxie's Enterprises LLC | Pad, 12" Red, Buffing/Cleaning/Polishing, for use on rotary or automatic floor | $ 394.20 |
| WPS2300582 | 7/29/2022 | Waxie's Enterprises LLC | Replacement Vacuum Bags, 10 bags per package, for use with Hoover MPWR 4 | $ 2,820.42 |
| WPS2300586 | 7/29/2022 | SCHOOL HEALTH CORPORATION | Bandaids, 100/box, 3/4" W x 3" L, Sheer, Breathable, Non-stick Absorben Pad | $ 1,101.12 |
| WPS2300590 | 7/29/2022 | PYRAMID SCHOOL PRODUCTS | Pencil, colored, assorted, 24 per box, Crayola #68-4024 | $ 777.60 |
| WPS2300593 | 7/29/2022 | WILLIAMS LAFE T & ASSOC INC | Cleaner, Delimer, Sparclean, Spartan #7655-04 | $ 488.52 |
| WPS2300593 | 7/29/2022 | WILLIAMS LAFE T & ASSOC INC | Neutralizer for Carpet, All Fiber Rinse, PROCHEM #B109-4, Legend Brands Clea | $ 1,117.44 |
| WPS2300593 | 7/29/2022 | WILLIAMS LAFE T & ASSOC INC | Swab,white handle, bowl cleaner | $ 236.00 |
| WPS2300604 | 7/29/2022 | PERFORMANCE HEALTH SUPPLY INC | Eyewash, solution, 4 oz., sterile, isotonic, buffered | $ 75.96 |
| | | | **TOTAL** | **$ 9,407.42** |

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**ATTACHMENT A**

**Food – July 2022**

| Order | Date | Supplier | Item Description | Purchase Order Amount |
|---|---|---|---|---|
| WPS2300060 | 7/12/2022 | GREGORY PACKAGING INC | Juice, Shelf Stable Aseptic carton with straw. 40ct/4.23oz. | $21,235.20 |
| WPS2300065 | 7/12/2022 | F & A FOOD SALES INC | NS5980 - Yogurt, Vanilla, Lowfat, 6/64oz pouch/cs | $9,907.20 |
| WPS2300066 | 7/12/2022 | LAND O' LAKES INC | NS5735 - CHEESE, CUBES, MILD CHEDDAR, REDUCED FAT, 4/5lb/cs | $9,453.87 |
| WPS2300074 | 7/12/2022 | BEN E KEITH COMPANY | NS4205 - COOKIE DOUGH, CHOCOLATE CHIP, 240ct/cs | $2,782.80 |
| WPS2300075 | 7/12/2022 | F & A FOOD SALES INC | NS1334 - EGG, LIQUID, PASTEURIZED, COOK-IN-THE-BAG, FROZEN, 6/5lb/cs | $2,280.00 |
| WPS2300076 | 7/12/2022 | F & A FOOD SALES INC | NS6348 - DRESSING, RANCH, LIGHT, PORTION PACK, 200ct/cs | $2,940.00 |
| WPS2300077 | 7/12/2022 | BEN E KEITH COMPANY | NS4206 - COOKIE DOUGH, CARNIVAL, 240ct/cs | $3,012.60 |
| WPS2300078 | 7/12/2022 | BEN E KEITH COMPANY | NS7701 - NAPKIN, PAPER, FOR DISPENSER, 24/250ct/cs | $4,908.00 |
| WPS2300079 | 7/12/2022 | Waxie's Enterprises LLC | NS7825 - SPOON, PLASTIC, DISPOSABLE, 960ct/cs | $12,780.00 |
| WPS2300080 | 7/12/2022 | Waxie's Enterprises LLC | NS7516 - FORK, PLASTIC, DISPOSABLE, 960ct/cs | $12,780.00 |
| WPS2300081 | 7/12/2022 | F & A FOOD SALES INC | NS5940 - YOGURT, 4 OUNCE, FLAVORED, 48ct/cs | $12,672.00 |
| WPS2300082 | 7/12/2022 | LAND O' LAKES INC | NS5760 - CHEESE, STRING, MOZZARELLA, PART-SKIM, INDIVIDUALLY WRAPPED, REFRIGERATED, 168ct/1oz/cs | $43,481.60 |
| WPS2300086 | 7/13/2022 | GREGORY PACKAGING INC | Juice, Shelf Stable Aseptic carton with straw. 40ct/4.23oz. | $21,235.20 |
| WPS2300100 | 7/13/2022 | BEN E KEITH COMPANY | Frito Lay Chips, Misc Flavors | $48,605.52 |
| WPS2300108 | 7/13/2022 | F & A FOOD SALES INC | NS5732 - CHEESE, SHREDDED LIGHT PASTEURIZED PROCESS AMERICAN, 4/5lb/cs | $7,619.40 |
| WPS2300109 | 7/13/2022 | F & A FOOD SALES INC | NS5630 - WATER, UNFLAVORED, NON-CARBONATED, 24ct/cs | $604.80 |
| WPS2300110 | 7/13/2022 | F & A FOOD SALES INC | NS6480 - SYRUP, TABLE, PORTION PACK, 100ct/cs | $3,318.40 |
| WPS2300111 | 7/13/2022 | F & A FOOD SALES INC | NS6330 - KETCHUP, TOMATO, PORTION PACK, 1000ct/cs | $9,460.08 |
| WPS2300112 | 7/13/2022 | F & A FOOD SALES INC | NS6471 - SAUCE, PICANTE, PORTION PACK, 200ct/cs | $2,230.00 |
| WPS2300142 | 7/14/2022 | F & A FOOD SALES INC | NS2312 - JUICE, 100 PERCENT JUICE, CARBONATED, CANNED, 24ct/cs. | $8,192.00 |

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| | | | | |
|---|---|---|---|---|
| WPS2300143 | 7/14/2022 | F & A FOOD SALES INC | NS2318 - JUICE, 100 PERCENT JUICE, NON-CARBONATED, BOTTLED, 24ct/10oz/cs | $2,235.00 |
| WPS2300317 | 7/20/2022 | F & A FOOD SALES INC | NS4344 - BAR, CEREAL, CRISP RICE, MINI CHOCOLATE CHIP AND MARSHMALLOW,WG, INDIVIDUALLY WRAPPED | $5,940.00 |
| WPS2300318 | 7/20/2022 | F & A FOOD SALES INC | NS4951 - CRACKERS, CHEESE, FISH-SHAPED, WG, INDIVIDUAL PACKAGE | $11,920.00 |
| WPS2300319 | 7/20/2022 | BEN E KEITH COMPANY | NS1325 - CORN DOG, 72ct/cs | $8,577.50 |
| WPS2300320 | 7/20/2022 | Menu Maker Foods Inc | General Mills Cereal Cups, Misc Flavors | $58,104.90 |
| WPS2300327 | 7/20/2022 | BIMBO BAKERIES,USA | Fresh Delivered Bakery Bread and Buns | $100,000.00 |
| WPS2300329 | 7/20/2022 | LIBERTY FRUIT CO INC | Fresh Produce | $21,988.10 |
| WPS2300334 | 7/20/2022 | HILAND DAIRY FOODS COMPANY LLC | Fluid Milk | $500,000.00 |
| WPS2300335 | 7/20/2022 | PIZZA HUT OF SOUTHEAST KS INC | Delivered Pizza | $200,000.00 |
| WPS2300368 | 7/22/2022 | BEN E KEITH COMPANY | Ben E. Keith Food for NS Meals and Catering | $1,022.04 |
| WPS2300476 | 7/26/2022 | LIBERTY FRUIT CO INC | Fresh Produce | $33,009.93 |
| WPS2300484 | 7/27/2022 | F & A FOOD SALES INC | NS4122 - Tree Cookie, 150ct/cs | $8,160.00 |
| WPS2300485 | 7/27/2022 | F & A FOOD SALES INC | NS4127 - Pumpkin Cookie, 150ct/cs | $8,160.00 |
| WPS2300486 | 7/27/2022 | F & A FOOD SALES INC | NS4121 - Turkey Cookie, 150ct/cs | $8,160.00 |
| WPS2300487 | 7/27/2022 | RICH PRODUCTS CORPORATION | NS4137 - Cookie, Choc Chip WG, IW, 126ct/cs | $7,217.60 |
| WPS2300494 | 7/27/2022 | RICH PRODUCTS CORPORATION | NS4311 - Cookie, Confetti filled, WG, IW, 120ct/cs | $41,600.00 |
| WPS2300495 | 7/27/2022 | RICH PRODUCTS CORPORATION | NS4312 - Cookie, Chocolate filled, WG, 120ct/cs | $18,200.00 |
| WPS2300496 | 7/27/2022 | F & A FOOD SALES INC | NS1591 - Nacho Pretzel Pocket, 80ct/cs | $12,744.00 |
| WPS2300497 | 7/27/2022 | BEN E KEITH COMPANY | NS1040 - ROAST BEEF, DELI THIN SLICE, 6/2lb/cs | $7,660.00 |
| WPS2300498 | 7/27/2022 | LIBERTY FRUIT CO INC | Fresh Produce | $1,670.00 |
| WPS2300521 | 7/27/2022 | BEN E KEITH COMPANY | NS1110 - Burrito, Chicken and cheese, 48ct/cs | $31,290.60 |
| WPS2300525 | 7/27/2022 | F & A FOOD SALES INC | NS4513 - Peanut Butter, 5lb Tub 6ct/5lb/cs | $70,125.00 |
| WPS2300526 | 7/27/2022 | F & A FOOD SALES INC | NS6456 - Jelly, no.10 can, 6ct/no.10/cs | $37,350.00 |
| WPS2300571 | 7/28/2022 | F & A FOOD SALES INC | NS1300 - Chicken, salad pouch, 24ct/cs | $26,400.00 |
| WPS2300572 | 7/28/2022 | F & A FOOD SALES INC | NS1793 - Tuna, Deli Style Salad, Pouch, 24ct/cs | $25,185.60 |
| WPS2300584 | 7/29/2022 | LIBERTY FRUIT CO INC | Fresh Produce | $339.50 |
| | | | **Total:** | **$1,486,558.44** |

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