Request for Purchasing Approval
Supplies $20,000.00 and above
In accordance with BOE Policy 3304
Date: February 13, 2023

1. **BOX TRUCK WITH LIFTGATE** **23069**
Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended Omaha Truck Center, Kansas Truck (Wichita, Kansas), in the amount of $259,066.00, be approved for the purchase of two (2) Box Trucks with Liftgates for Nutrition Services deliveries within the District.

Explanation: Low Bid Meeting Specification

Tabulation:
Omaha Truck Center, Kansas Truck **$259,066.00LBMS**

Funding Year and Funding: 2022-2023 Nutrition Services Fund

Reason for Purchase: Nutrition Services provides districtwide distribution and is in need of additional vehicles due to an aging truck fleet and increasing routes.

2. **REFRIGERATED SELF-SERVICE MERCHANDISER** **23078**
Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended the low bid from Douglas Food Stores Inc., (Bluefield, WV), be approved for the amount of $21,282.88, for the purchase of two (2) Refrigerated Self-Service Merchandisers.

Explanation: Low Bid

Tabulation:
Douglas Food Stores Inc. **$21,282.88 LB**

Funding Year and Funding: 2022-2023 Nutrition Services Fund

Reason for Purchase: Merchandisers are being purchased for Christa McAuliffe Academy and Curtis Middle School for food sales.

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3. **BUILDING AUTOMATION SYSTEMS – ADDITIONAL/ NEW VENDOR** **BID EXEMPT**
Responsible party as indicated in the summary: Luke Newman

Recommendation:
It is recommended the OMNIA Contract #15-JLP-023 to Trane (Wichita, KS) and the Greenbush Contract # 20.3 ESC-HVAC2020 to BCS Controls, LLC (Wichita, KS), in the amount not to exceed $2,500,000.00 ($1,500,000.00 approved 9/12/22) for HVAC building automation controls, utilized by Design and Construction and the Direct Digital Controls (DDC) Maintenance Department. Due to supply chain issues, an additional supplier is required to ensure projects are completed in a timely manner.

Explanation: Inter-Agency Cooperative Purchase

Tabulation:

OMNIA Contract #15-JLP-023	
Trane	
Greenbush Contract # 20.3 ESC-HVAC2020	
BCS Controls, LLC *Approved 9/12/22*	**$1,500,000.00**
Additional Funds	**$1,000,000.00 IACP**
Total	$2,500,000.00

Funding Year and Funding: 2022-2023 Capital Outlay Fund

Reason for Purchase: Many of our buildings contain outdated or obsolete HVAC controls components and systems. These components and systems consist of old manual pneumatic controls that are not programmable, as well as direct digital controls that have reached the end of their life cycle and need replacement (much like a computer). Replacing these systems and components is part of the district's capital forecasting and replacement plan. This is for as needed purchases and a nonexclusive contract.

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4. **CAFETERIA, CLASSROOM, & OFFICE FURNITURE** **IACP**
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: OMNIA, State of Kansas, TIPS, Greenbush – Southeast Kansas Educational Service (SEKE), NASPO, 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: 2022-2023 Various Funds

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

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5. **FOOD – JANUARY 2023** **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 $665,063.33. An itemized report is attached for review.

Explanation: Master Control

Tabulation:
See Attachment A **$665,063.33 MC**

Funding Year and Funding: 2022-2023 Nutrition Services Fund

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

6. SUPPLY WAREHOUSE STOCK – JANUARY 2023 **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 $194,820.56 and an itemized report is attached for review.

Explanation: Master Control

Tabulation:
See Attachment B **$194,820.56 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 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.

Appendix 5

Request for Purchasing Approval
Supplies $20,000.00 and above
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Summary

Description of products/services	Amount	Responsible Party
1. Box Trucks	$259,066.00	Fabian Armendariz
2. Refrigerated Self Service Merchandiser	$21,282.88	Fabian Armendariz
3. Building Automation Systems – Additional/ New Vendor	$2,500,000.00	Luke Newman
4. Cafeteria, Classroom, & Office Furniture	$1,500,000.00	Fabian Armendariz
5. Food - January 2023	$665,063.33	Fabian Armendariz
6. Supply – January 2023	$194,820.56	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 2023

Purchase Order	Date	Supplier	Item Description	Amount
WPS2307105	1/4/2023	BEN E KEITH COMPANY	Misc chips	$ 9,888.00
WPS2307120	1/4/2023	F & A FOOD SALES INC	NS5940 - YOGURT, 4 OUNCE, FLAVORED, 48ct/cs	$ 6,336.00
WPS2307276	1/6/2023	GREGORY PACKAGING INC	Juice, Shelf Stable Aseptic carton with straw. 40ct/4.23oz.	$ 22,243.20
WPS2307277	1/6/2023	Menu Maker Foods Inc	Misc cereal	$ 30,330.00
WPS2307389	1/9/2023	Menu Maker Foods Inc	Misc cereal	$ 28,306.08
WPS2307390	1/9/2023	GREGORY PACKAGING INC	Juice, Shelf Stable Aseptic carton with straw. 40ct/4.23oz.	$ 22,243.20
WPS2307396	1/9/2023	BEN E KEITH COMPANY	NS6310 - SAUCE, BARBECUE, PORTION PACK, 200ct/cs	$ 1,870.00
WPS2307419	1/9/2023	BEN E KEITH COMPANY	Misc food and supplies	$ 5,159.58
WPS2307420	1/9/2023	LIBERTY FRUIT CO INC	Fresh produce	$ 68,735.96
WPS2307432	1/9/2023	BEN E KEITH COMPANY	Misc food and supplies	$ 1,278.06
WPS2307465	1/10/2023	BEN E KEITH COMPANY	Misc chips	$ 17,923.32
WPS2307488	1/10/2023	LIBERTY FRUIT CO INC	Fresh Produce	$ 14,736.50
WPS2307507	1/11/2023	BEN E KEITH COMPANY	Misc food and supplies	$ 13,865.51
WPS2307552	1/11/2023	RYADD LLC	A la carte dessert	$ 10,187.38
WPS2307560	1/12/2023	BEN E KEITH COMPANY	Misc chips	$ 987.90
WPS2307596	1/12/2023	LAND O' LAKES INC	NS5760 - CHEESE, STRING, MOZZARELLA, PART-SKIM, INDIVIDUALLY WRAPPED, REFRIGERATED, 168ct/1oz/cs	$ 43,481.60
WPS2307603	1/12/2023	LIBERTY FRUIT CO INC	Fresh Produce	$ 21,161.23
WPS2307650	1/13/2023	F & A FOOD SALES INC	NS5590 - WATER, FLAVORED, CARBONATED, 12ct/cs	$ 771.20
WPS2307792	1/17/2023	BEN E KEITH COMPANY	Misc chips	$ 14,333.48
WPS2307915	1/18/2023	LIBERTY FRUIT CO INC	Fresh Produce	$ 21,873.73
WPS2307979	1/19/2023	BEN E KEITH COMPANY	Misc food and supplies	$ 7,166.19

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WPS2308034	1/20/2023	F & A FOOD SALES INC	NS6330 - KETCHUP, TOMATO, PORTION PACK, 1000ct/cs	$ 4,730.04
WPS2308044	1/20/2023	GREGORY PACKAGING INC	Juice, Shelf Stable Aseptic carton with straw. 40ct/4.23oz.	$ 22,243.20
WPS2308045	1/20/2023	Menu Maker Foods Inc	Misc cereal	$ 30,315.60
WPS2308151	1/24/2023	BEN E KEITH COMPANY	Misc food and supplies	$ 425.35
WPS2308156	1/24/2023	F & A FOOD SALES INC	NS5980 - Yogurt, Vanilla, Lowfat, 6/64oz pouch/cs	$ 4,953.60
WPS2308158	1/24/2023	F & A FOOD SALES INC	NS5940 - YOGURT, 4 OUNCE, FLAVORED, 48ct/cs	$ 6,336.00
WPS2308174	1/24/2023	LIBERTY FRUIT CO INC	Fresh produce	$ 8,357.17
WPS2308175	1/24/2023	LIBERTY FRUIT CO INC	Fresh produce	$ 24,956.93
WPS2308176	1/24/2023	LIBERTY FRUIT CO INC	Fresh produce	$ 22,641.74
WPS2308187	1/24/2023	GREGORY PACKAGING INC	Juice, Shelf Stable Aseptic carton with straw. 40ct/4.23oz.	$ 22,243.20
WPS2308195	1/24/2023	BEN E KEITH COMPANY	NS5540 - SPORTS DRINK, 24ct/20oz/cs	$ 916.50
WPS2308196	1/24/2023	F & A FOOD SALES INC	NS2318 - JUICE, 100 PERCENT JUICE, NON-CARBONATED, BOTTLED, 24ct/10oz/cs	$ 1,788.00
WPS2308197	1/24/2023	F & A FOOD SALES INC	NS2312 - JUICE, 100 PERCENT JUICE, CARBONATED, CANNED, 24ct/cs.	$ -
WPS2308198	1/24/2023	BEN E KEITH COMPANY	Misc chips	$ 14,779.75
WPS2308209	1/24/2023	F & A FOOD SALES INC	NS5733 - CHEESE, SHREDDED CHEDDAR, 4/5lb/cs	$ 5,198.00
WPS2308210	1/24/2023	LIBERTY FRUIT CO INC	Fresh Produce	$ 353.80
WPS2308228	1/25/2023	F & A FOOD SALES INC	NS6480 - SYRUP, TABLE, PORTION PACK, 100ct/cs	$ 3,318.40
WPS2308322	1/25/2023	BEN E KEITH COMPANY	Misc food and supplies	$ 766.80
WPS2308323	1/25/2023	BEN E KEITH COMPANY	Misc food and supplies	$ 4,138.84
WPS2308352	1/26/2023	LIBERTY FRUIT CO INC	Fresh Produce	$ 21,107.13
WPS2308541	1/30/2023	GREGORY PACKAGING INC	Juice, Shelf Stable Aseptic carton with straw. 40ct/4.23oz.	$ 22,243.20
WPS2308557	1/30/2023	GREGORY PACKAGING INC	Juice, Shelf Stable Aseptic carton with straw. 40ct/4.23oz.	$ 22,243.20

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WPS2308576	1/30/2023	LIBERTY FRUIT CO INC	Fresh Produce	$ 8,302.44
WPS2308621	1/31/2023	Menu Maker Foods Inc	Misc cereal	$ 28,059.12
WPS2308622	1/31/2023	BEN E KEITH COMPANY	Misc chips	$ 12,591.09
WPS2308641	1/31/2023	BEN E KEITH COMPANY	Misc food and supplies	$ 9,176.11
			Total	$ 665,063.33

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ATTACHMENT B

SUPPLY – JANUARY 2023

Purchasing	Date	Supplier	Item Description	Amount
WPS2307643	1/13/2023	ENVISION	Liner, large plastic can, refuse removal, 55 gallon, 100/box, TB-231746	$45,072.00
WPS2307657	1/13/2023	Waxie's Enterprises LLC	Paper, Toilet Tissue, 1000 ft. roll, 12 rolls per case, Universal jumbo roll tissue (JRT), durable 3.3 inch core, minimum 22 lb. gross case weight	$42,185.00
WPS2307754	1/17/2023	BRADY INDUSTRIES OF KANSAS LLC	Cleaner, PERdiem General Purpose Cleaner with Hydrogen Peroxide, Colorless and Odorless, 2 x 84.5 oz./2.5 L J-Fill; "Diversey #95613252" ONLY	$1,136.80
WPS2307754		BRADY INDUSTRIES OF KANSAS LLC	Napkins, Sanitary, #4 Vending Size, Maxithins, Ultra Thin with wings, MT-200, Hospeco Brand, Case of 200	$356.70
WPS2307958	1/19/2023	DANIKSCO BUSINESS SOLUTIONS LLC	Holder, swivel pad holder for doodle bug, 9"x3.75", fits standard threaded handle	$534.60
WPS2307958		DANIKSCO BUSINESS SOLUTIONS LLC	Pad, scouring, Scotch-Brite, 96CC, 6"x9", 10 pack	$1,714.50
WPS2307959	1/19/2023	VERITIV OPERATING COMPANY	Cleaner, Neutral Disinfectant, 178291 Ecolab Caddy, 2 per case	$779.76
WPS2307960	1/19/2023	PYRAMID SCHOOL PRODUCTS	Pad, Floor, 19" for ETC12190, Gorilla Lite (20/80) for high speed burnisher, 5 pads per case	$274.50
WPS2307960		PYRAMID SCHOOL PRODUCTS	Pad, Floor, 20" Gorilla, Natural/Blend ETC061120	$610.00
WPS2307961	1/19/2023	Waxie's Enterprises LLC	Pad, scrubbing, for cleaning and scrubbing, 19", Blue, "3M# 5300" ONLY	$697.50
WPS2307961		Waxie's Enterprises LLC	Pad, stripping, for removing floor finish,19", Black, "3M High Productivity Pad #7300" ONLY	$4,084.80
WPS2307962	1/19/2023	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	$11,154.00
WPS2307962		BRADY INDUSTRIES OF KANSAS LLC	Pad, Scrubbing, for heavy duty cleaning & scrubbing, 12", Green, works with 24" auto-scrubbers, "3M Niagara# 5400N" ONLY	$246.00
WPS2307962		BRADY INDUSTRIES OF KANSAS LLC	Stripper, for floors, for use on all types of resiliant flooring surfaces, aggressive and fast-acting, "Betco Extreme #18405-00" ONLY	$15,325.20
WPS2307962		BRADY INDUSTRIES	Virex Plus, Disinfectant Cleaner & Deodorant, Diversey# 101102926, 2 x 84.5 oz./2.5 L J-Fill, 2 bottles per case	$18,306.60

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		OF KANSAS LLC		
WPS2307988	1/20/2023	WILLIAMS LAFE T & ASSOC INC	Finish, for wooden/gym floors, oil modified urethane varnish, 5 gallon buckets, sold by the gallon; "Sikafloor WP-1" ONLY	$8,865.36
WPS2307988		WILLIAMS LAFE T & ASSOC INC	Neutralizer for Carpet, All Fiber Rinse, PROCHEM #B109-4, Legend Brands Cleaning Mnf# 8.695-021.0	$3,440.80
WPS2308199	1/24/2023	School & Office Products of AR Inc	Polyvision, E3 Ceramic Steel Writing Surface, 4 x 8 Sheet, White 6100 High Gloss	$16,476.00
WPS2308234	1/25/2023	Waxie's Enterprises LLC	Receptacle, sanitary napkin	$370.70
WPS2308234		Waxie's Enterprises LLC	Replacement Vacuum Bags, synthetic cloth filter, closed-collar cardboard cover, non-reusable; "Emerson ProTeam part #107502", 10 bags per package, for use with ProTeam FreeFlex upright vacuums (must fit #107499 & #107503)	$627.60
WPS2308237	1/25/2023	BARTON SOLVENTS INC	Thinner, brush wash, Barsol D-1172	$633.36
WPS2308327	1/25/2023	UNITED INDUSTRIES INC	Acid-Rite Tablets, Sodium Bisulfate Acid Tablets	$4,986.00
WPS2308327		UNITED INDUSTRIES INC	Calcium Hypochlorite Tablets, Accu-Tab #P023590	$4,872.00
WPS2308343	1/26/2023	DCC Propane, LLC	Propane, Gas, 20 lb Bottle, Crafts Only	$140.00
WPS2308350	1/26/2023	SHERWIN WILLIAMS	Lacquer, SHER-WOOD Hi Build Lacquer, Sherwin Williams, # T70FT1	$1,925.00
WPS2308416	1/26/2023	PERFORMANCE HEALTH SUPPLY INC	Bandaids, 100/box, 3/4" W x 3" L, Sheer, Breathable, Non-stick Absorben Pad	$861.12
WPS2308417	1/26/2023	DANIKSCO BUSINESS SOLUTIONS LLC	Bag, zip-top plastic, Gallon Size (10 9/16"x10 3/4"), freezer-grade thickness (approximately 2.7mil.), 28-60 per box, BPA free; equivalent to GLAD or ZIPLOC	$2,853.00
WPS2308419	1/26/2023	Waxie's Enterprises LLC	Tissue, facial cleansing, 2 ply, interfolded, 100/box, 36 boxes/case, Kleenex Brand #KCC21400	$6,065.28
WPS2308503	1/27/2023	Waxie's Enterprises LLC	Applicator, wooden block & lambskin pad, 10" block w/ thumbscrews, accepts universal threaded handle, 3/4" thick lambskin hide, for applying oil-based finishes to floors; equivalent to "LAMBSKIN SPECIALTIES# 106RB"	$137.10
WPS2308503		Waxie's Enterprises LLC	Lambskin REFILL for applicator, fits 10" block, does not include wooden block or handle, genuine lambskin, lint-free, for applying oil-based finishes to floors; equivalent to "LAMBSKIN SPECIALTIES# 106R"	$89.28

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			TOTAL	$194,820.56

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