**Request for Purchasing Approval**
**Supplies $20,000.00 and above**
In accordance with BOE Policy 3304
Date: March 6, 2023

**1. APS3000 – TIRE CHANGER** **23079**
Responsible party as indicated in the summary: Amanda Kingrey

**Recommendation:**
It is recommended Liftnow Automotive Equipment Corporation (Cortlandt Manor, NY), be approved in the amount not to exceed $31,949.00, for the purchase of APS3000 – APS 3000 Leverless Tire Charger.

**Explanation: Low Bid Meeting Specification**

**Tabulation:**
**Liftnow Automotive Equipment Corporation** **$31,949.00 LBMS**

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

**Reason for Purchase:** College and Career Readiness is using ESSER monies to align goals and Strategic Plan Goal #3, the purchase of this tire changer will allow our students to learn automotive technician skills with real-world, industry standard equipment leading to credential opportunities.

**2. FOOD SAFETY HEALTH INSPECTION LICENSE RENEWALS** **MASTER CONTROL**
Responsible party as indicated in the summary: Fabian Armendariz

**Recommendation:**
Per policy 3304, it is reported $32,475.00 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** **$32,475.00 MC**

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

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

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

**Recommendation:**
This item was originally approved using an incomplete supplier name. The correct supplier being used is the State of Kansas Contract to Kenwood USA. **(E.F. Johnson Company)** (Irving, TX) for the purchase of six digital repeaters used in six District buildings. This was previously approved at the December 12, 2022, BOE meeting. No additional funds are being requested.

**Explanation:** Inter-Agency Cooperative Purchase

**Tabulation:**
*State of Kansas Contract*
**Kenwood USA (E.F. Johnson Company)**

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

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

**Request for Purchasing Approval**
**Supplies $20,000.00 and above**
In accordance with BOE Policy 3304
Date: March 6, 2023

**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.

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.

**Request for Purchasing Approval**
**Supplies $20,000.00 and above**
In accordance with BOE Policy 3304
Date: March 6, 2023

Summary

| Description of products/services | Amount | Responsible Party |
|---|---|---|
| 1. APS3000 – Tire Changer | $31,949.00 | Amanda Kingrey |
| 2. Food Safety Health Inspection License Renewals | $32,475.00 | Fabian Armendariz |
| 3. Digital Repeaters – Correction | $0.00 | Terri Moses |

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.