Appendix 5

Request for Purchasing Approval
Supplies $20,000.00 and above
In accordance with BOE Policy 3304
Date: August 10, 2023

1. **BOARDMAKER LICENSES** **MASTER CONTROL**
Responsible party as indicated in the summary: Vince Evans

Recommendation:
Per policy 3304, it is reported payment will be made to TOBII DYNAVOX LLC (Pittsburgh, PA) in the amount not to exceed $30,000.00, for Boardmaker 7 Organization licenses to be used by the Student Support Services Trainings

Explanation: Master Control

Tabulation:
Tobii Dynavox LLC **$30,000.00 MC**

Funding Year and Funding: 2023-2024 Special Education Fund

Reason for Purchase: Tobii Dynavox LLC is a technology communications company that develops software used to assist people with disabilities in communication apps, speech generating devices and eye trackers; Boardmakers supports learning and communication in the classroom, therapy room or home with these customizable materials.

2. **CTE PROMO VIDEOS** **BID EXEMPT**
Responsible party as indicated in the summary: Loren Hatfield

Recommendation:
It is recommended Shine 49 Media House LLC (Dallas, TX), in the amount not to exceed $55,000.00, be approved for production of 12 marketing videos for the CTE department.

Explanation: Bid Exempt

Tabulation:
Shine 49 Media House LLC **$55,000.00 BE**

Funding Year and Funding: 2023-2024 Carl Perkins Grant

Reason for Purchase: This project will create 12 videos, 2 – 3 minutes each, promoting College and Career Readiness (CCR) pathways. Each video will showcase activities from that pathway and will feature two student ambassadors on camera. Having these videos will allow the CCR office to reach new audiences of students and their parents through social media, presenting the possibilities for future careers that CCR offers.

3. **FOOD – JULY 2023** **MASTER CONTROL**
Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is reported, food items scheduled to be used for 2023-2024 menus have been purchased in the amount of $1,594,078.40. An itemized report is attached for review.

Explanation: Master Control

Tabulation:
See Attachment A **$1,594,078.40 MC**

Funding Year and Funding: 2023-2024 Nutrition Services Fund

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

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4. **SUPPLY WAREHOUSE STOCK – JULY 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 $90,634.73 an itemized report is attached for review.

Explanation: Master Control

Tabulation:
See Attachment B **$90,634.73 MC**

Funding Year and Funding: 2023-2024 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 due to quotes/bids from multiple vendors which provide cost and time savings.

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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. Boardmaker Licenses	$30,000.00	Vince Evans
2. CTE Promo Videos	$55,000.00	Loren Hatfield
3. Food – July 2023	$1,594,078.40	Fabian Armendariz
4. Supply – July 2023	$90,634.73	Fabian Armendariz

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ATTACHMENT A

Food – July 2023

Order	Date	Supplier	Item Description	Purchase Order Amount
WPS2400072	7/11/2023	F & A FOOD SALES INC	NS5540 - SPORTS DRINK, 24ct/20oz/case	$ 4,914.00
WPS2400074	7/11/2023	Menu Maker Foods Inc	NS2970 - SALSA, BOTTLED, fully prepared, mild flavor, chunky style, ready to serve, 4/1gal/case	$ 4,889.00
WPS2400076	7/11/2023	LIBERTY FRUIT CO INC	Fresh Produce	$ 500,000.00
WPS2400077	7/11/2023	PIZZA HUT OF SOUTHEAST KS INC	Delivery Pizza	$ 100,000.00
WPS2400086	7/11/2023	F & A FOOD SALES INC	NS2312 - JUICE, 100% JUICE, CARBONATED, CANNED, 24ct/8.4oz/case	$ 11,544.00
WPS2400088	7/11/2023	GREGORY PACKAGING INC	Juice, Shelf Stable Aseptic carton with straw, 40ct/case 4.23 oz	$ 23,385.60
WPS2400091	7/11/2023	F & A FOOD SALES INC	Misc Food	$ 10,000.00
WPS2400092	7/11/2023	BIMBO BAKERIES,USA	Misc Bakery	$ 10,000.00
WPS2400093	7/11/2023	BEN E KEITH COMPANY	Misc Food	$ 40,000.00
WPS2400105	7/11/2023	GILMAN CHEESE CORPORATION	NS5757 - Cheese, Mozzarella Shelf Stable, 1oz plank, Gilman, 160ct/cs, 10lb/case	$ 16,500.00
WPS2400106	7/11/2023	BEN E KEITH COMPANY	NS1412 Cookie, Tree Shape	$ 7,213.20
WPS2400107	7/11/2023	BEN E KEITH COMPANY	NS4121 Cookie, Turkey Shape	$ 7,213.20
WPS2400108	7/11/2023	BEN E KEITH COMPANY	NS1127 Cookie, Pumpkin Shape	$ 7,213.20
WPS2400138	7/12/2023	F & A FOOD SALES INC	Misc cereal	$ 31,720.50
WPS2400139	7/12/2023	F & A FOOD SALES INC	Misc cereal	$ 34,713.00
WPS2400141	7/12/2023	GREGORY PACKAGING INC	Juice, Shelf Stable Aseptic carton with straw, 40ct/case 4.23 oz	$ 23,385.60
WPS2400147	7/12/2023	HILAND DAIRY FOODS COMPANY LLC	Milk Products	$ 500,000.00
WPS2400282	7/18/2023	F & A FOOD SALES INC	NS4939 – Crackers, Vegetable Flavor, Bite Size, 180ct/cs	$ 15,345.00
WPS2400286	7/18/2023	Menu Maker Foods Inc	Misc Food	$ 10,000.00
WPS2400287	7/18/2023	BEN E KEITH COMPANY	NS3994 – Toaster pastry, fudge filled, frosted, 72/2ct/ case	$ 6,322.50
WPS2400340	7/19/2023	F & A FOOD SALES INC	NS6480 - SYRUP, TABLE, PORTION PACK, 100ct/1.5oz/case	$ 3,889.60
WPS2400341	7/19/2023	BEN E KEITH COMPANY	NS5590 - WATER, FLAVORED, CARBONATED, 12/17oz/case	$ 2,392.50
WPS2400345	7/19/2023	F & A FOOD SALES INC	NS5980 - Yogurt, Vanilla, 6ct/64oz/case	$ 5,088.00
WPS2400347	7/19/2023	F & A FOOD SALES INC	NS5940 - YOGURT, FLAVORED, 48ct/4oz/case	$ 6,589.44
WPS2400353	7/19/2023	F & A FOOD SALES INC	NS5943 - YOGURT, TUBE, FLAVORED, 96ct/2oz/case	$ 14,438.40

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WPS2400354	7/19/2023	F & A FOOD SALES INC	NS6348 - DRESSING, RANCH, LIGHT, PORTION PACK, 200ct/12g/case	$	6,750.00
WPS2400355	7/19/2023	F & A FOOD SALES INC	NS6349 - DRESSING, RANCH, 120ct/1oz/case	$	2,212.00
WPS2400356	7/19/2023	F & A FOOD SALES INC	NS6310 - SAUCE, BARBECUE, PORTION PACK, 200ct/case	$	2,140.00
WPS2400357	7/19/2023	F & A FOOD SALES INC	NS5733 - CHEESE, SHREDDED, CHEDDAR, 20lb/case	$	4,233.00
WPS2400358	7/19/2023	F & A FOOD SALES INC	NS5730 - CHEESE, MOZZERELLA, SHREDDED, FANCY, 20lb/case	$	4,267.00
WPS2400360	7/19/2023	Advantage Waypoint LLC	NS5760 - CHEESE, STRING, MOZZARELLA, PART-SKIM, INDIVIDUALLY WRAPPED, 168ct/1oz/case	$	45,068.80
WPS2400364	7/19/2023	RYADD LLC	A La Carte Dessert	$	10,000.00
WPS2400394	7/19/2023	BEN E KEITH COMPANY	NS5541 - GATORADE POWDER, G ZERO, 10/.1oz packet, 120ct/case	$	3,668.25
WPS2400399	7/19/2023	F & A FOOD SALES INC	NS6616 - TAJIN, SEASONING REDUCED SODIUM PACKET, .035oz/packet, 1000ct/case	$	4,121.25
WPS2400429	7/20/2023	BEN E KEITH COMPANY	NS5991 - WATER, FLAVORED, CARBONATED WITH CAFFEINE,12/16oz/case	$	2,660.00
WPS2400431	7/20/2023	Advantage Waypoint LLC	NS5735 - CHEESE, CUBES, MILD CHEDDAR, REDUCED FAT, 4/5lb/case	$	4,058.40
WPS2400433	7/20/2023	Advantage Waypoint LLC	NS5760 - CHEESE, STRING, MOZZARELLA, PART-SKIM, INDIVIDUALLY WRAPPED, 168ct/1oz/case	$	36,055.04
WPS2400434	7/20/2023	Advantage Waypoint LLC	NS5737 - CHEESE, MILD CHEDDAR, SQUARES, 1/15lb/case	$	10,189.92
WPS2400706	7/26/2023	GREGORY PACKAGING INC	Juice, Shelf Stable Aseptic carton with straw, 40ct/case 4.23 oz	$	23,385.60
WPS2400707	7/26/2023	BEN E KEITH COMPANY	Misc chips	$	18,917.60
WPS2400822	7/28/2023	F & A FOOD SALES INC	Misc cereal	$	19,594.80
				$	1,594,078.40

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ATTACHMENT B

Supply – July, 2023

Order	Date	Supplier	Item Description	Amount
WPS2400037	7/11/2023	FASTENAL COMPANY	Body Guard Gloves, Part #1335700V01; M 260LF Glv PR VP	$ 61.44
WPS2400037		FASTENAL COMPANY	Body Guard Gloves, Part #1335701V01; L 260LF Glv PR VP	$ 61.44
WPS2400270	7/17/2023	ENVISION	FPC ONLY, Liner, Medium, 35 Gal, 2 Mil, 40x43, 100 bags/case, TB-231743	$ 14,005.00
WPS2400270		ENVISION	Liner, Small, 16 Gallon, .7 mil, 250 per box, #P3320ZXC	$ 12,474.00
WPS2400297	7/18/2023	STAR LUMBER & SUPPLY CO INC	Lumber, MAPLE, 4/4 FAS, hit and miss to 15/16", kiln dried, 9' - 10' lengths, NOT STRAIGHT-LINED	$ 2,205.67
WPS2400297		STAR LUMBER & SUPPLY CO INC	Lumber, MAPLE, 5/4 FAS, hit and miss to 1 1/8", kiln dried, 9' - 10' lengths, NOT STRAIGHT-LINED	$ 5,123.36
WPS2400297		STAR LUMBER & SUPPLY CO INC	Lumber, Plywood, Maple, 3/4"x4'x8', Roseburg Skyply ONLY, veneer core, B2 / 7ply, Whole Piece Face	$ 6,950.40
WPS2400299	7/18/2023	MIDLAND PAPER COMPANY	Paper, 17 1/2 x 22 1/2, 2 part carbonless, NCR or Excell brands only, 20# heavyweight	$ 2,294.10
WPS2400299		MIDLAND PAPER COMPANY	Paper, White, 17 1/2" x 22 1/2", 60# Offset	$ 21,515.20
WPS2400299		MIDLAND PAPER COMPANY	Paper, bond, green, 8 1/2"x11", 500 sheets/ream	$ 968.40
WPS2400299		MIDLAND PAPER COMPANY	Paper, bond, orchid, 8 1/2"x11", 500 sheets/ream	$ 968.40
WPS2400299		MIDLAND PAPER COMPANY	Paper, bond, white, 11"x17", 2500 sheets/5 reams	$ 5,520.00
WPS2400299		MIDLAND PAPER COMPANY	Paper, bristol, canary, 8 1/2" X 11", 250 sheets/pkg., card stock, 67#	$ 1,127.52
WPS2400299		MIDLAND PAPER COMPANY	Paper, bristol, white, 8 1/2" X 11", 250 sheets/pkg., card stock, 67#	$ 4,644.00
WPS2400305	7/18/2023	SHERWIN WILLIAMS	Lacquer, SHER-WOOD Hi Build Lacquer, Sherwin Williams, # T70FT1	$ 3,710.00
WPS2400436	7/20/2023	BARTON SOLVENTS INC	Cleaner, wil-bond, Barton Solvents, Barsol A-2667, 55 gallon drum, sold by gallon	$ 1,155.00
WPS2400436		BARTON SOLVENTS INC	Thinner, brush wash, Barton Solvents, Barsol D-1172, 55 gallon drum, sold by gallon	$ 1,266.72
WPS2400752	7/27/2023	BRADY INDUSTRIES OF KANSAS LLC	Cleanser, AJAX scouring powder, 21 ounce can	$ 82.08

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WPS2400752		BRADY INDUSTRIES OF KANSAS LLC	Stainless Steel Cleaner, ready-to-use, 1 quart bottle, Water-based, "Spartan Chemicals #326503" ONLY	$ 624.00
WPS2400752		BRADY INDUSTRIES OF KANSAS LLC	Wipes, diaper, min. 72 per pkg, hypoallergenic, minimum 7x7.5	$ 954.00
WPS2400754	7/27/2023	Waxie's Enterprises LLC	Dispenser, roll paper towel dispenser; Georgia-Pacific 54338, manual paddle lever; 14.25"H x 12.75"W x 10.5"D, plastic, smoke color, works with standard hardwound universal roll towels	$ 4,480.00
WPS2400754		Waxie's Enterprises LLC	Pad, stripping, for removing floor finish,19", Black, "3M High Productivity Pad #7300" ONLY	$ 444.00
				$ 90,634.73

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