**Appendix 4**

# Request for Purchasing Approval
## Supplies $20,000.00 and above
In accordance with BOE Policy 3304
Date: September 11, 2023

1. **INSULATED TRAY AND SHEET PAN CABINET** **24010**
Responsible party as indicated in the summary: Fabian Armendariz

**Recommendation:**
It is recommended the low bid from Index Restaurant Supply (Kansas City, MO), be approved in the amount of $36,200.00, for the purchase of a 20 insulated tray and sheet pan cabinets for Nutrition Service use.

**Explanation: Low Bid Meeting Specification**

**Tabulation:**
**Index Restaurant Supply** **$36,200.00 LBMS**

**Funding Year and Funding:** 2023-2024 Nutrition Services Fund

**Reason for Purchase:** Nutrition Services would like to replace aging food transport cabinets. These transport cabinets carry food between the Food Production Center and the schools to provide hot meals to Elementary students.

2. **HOT FOOD PAN CARRIER, 12 PANS** **24010**
Responsible party as indicated in the summary: Fabian Armendariz

**Recommendation:**
It is recommended the low bid from Index Restaurant Supply (Kansas City, MO), be approved in the amount of $42,700.00, for the purchase of a 20,12 pan, hot food carriers, for Nutrition Service use.

**Explanation: Low Bid Meeting Specification**

**Tabulation:**
**Index Restaurant Supply** **$42,700.00 LBMS**

**Funding Year and Funding:** 2023-2024 Nutrition Services Fund

**Reason for Purchase:** Nutrition Services would like to replace aging food transport cabinets. These transport cabinets carry food between the Food Production Center and the schools to provide hot meals to Elementary students.

3. **HOT FOOD PAN CARRIER, 16 PANS** **24010**
Responsible party as indicated in the summary: Fabian Armendariz

**Recommendation:**
It is recommended the low bid from Index Restaurant Supply (Kansas City, MO), be approved in the amount of $310,505.00, for the purchase of a 65,16 pan, hot food carriers, for Nutrition Service use.

**Explanation: Low Bid Meeting Specification**

**Tabulation:**
**Index Restaurant Supply** **$310,505.00 LBMS**

**Funding Year and Funding:** 2023-2024 Nutrition Services Fund

**Reason for Purchase:** Nutrition Services would like to replace aging food transport cabinets. These transport cabinets carry food between the Food Production Center and the schools to provide hot meals to Elementary 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. Insulated Tray and Sheet Pan Cabinet | $36,200.00 | Fabian Armendariz |
| 2. Hot Food Pan Carrier, 12 pan | $42,700.00 | Fabian Armendariz |
| 3. Hot Food Pan Carrier, 16 pan | $310,505.00 | 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.