Appendix 5

Request for Purchasing Approval
Supplies $20,000.00 and above
In accordance with BOE Policy 3304
Date: October 2, 2023

1. MILK MERCHANDISER **24011**

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 $61,490.00, for the purchase of 4 milk merchandisers for Nutrition Service use.

Explanation: Low Bid

Tabulation:

Index Restaurant Supply	**$61,490.00 LB**

Funding Year and Funding: 2023-2024 Nutrition Services Fund

Reason for Purchase: Nutrition Services would like to replace aging milk coolers and food coolers. 1 milk merchandiser will take the place of a milk cooler and a food cooler.

2. MICROSOFT SCHOOL SERVICE AGREEMENT - ANNUAL **MASTER CONTROL**

Responsible party as indicated in the summary: Rob Dickson

Recommendation:
Per BOE Policy 3304, it is reported payment will be made via Contract *Southeast Kansas ESC 022-G (Greenbush)* to CDW Government (Vernon Hills, IL), for an additional amount of $38,400.00. This brings the total request to $1,379,400 for Microsoft software on all district computers.

Additional funds are requested due to the increased need for modern cybersecurity protection from online threats such as ransomware and malware. Microsoft Defender helps us to identify, protect against, detect, and respond to sophisticated cyberattacks, helping our students and staff stay secure.

Explanation: Master Control

Tabulation:

Southeast Kansas ESC 022-G (Greenbush)

CDW Government	$1,341,000.00 (BOE Approved 6/29/23)
ADDITION	**$ 38,400.00 MC**
TOTAL FUNDS	$1,379,400.00

Funding Year and Funding: 2023-2024 Capital Outlay/Supplemental General

Reason for Purchase: Microsoft applications are used by all district computers by students and staff.