Appendix 4

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

1. REPLACEMENT MOWERS **BID EXEMPT**

Responsible party as indicated in the summery: Luke Newman/Sean Hudspeth

Recommendation:
It is recommended that the Board approve the purchase of 2 Hustler mowers from Kansas Golf and Turf, (Wichita, KS) in the amount of $27,150.00.

Explanation: Bid Exemp

Tabulation: **$27,150.00 BE**

Funding Year and Funding: 2023-2024 47 Fund – Self funded Insurance Reserve

Reason for Purchase: For the replacement of 2 mowers reported stolen from West High School, August 21, 2023.

2. FOOD – OCTOBER 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 $471,891.06. An itemized report is attached for review.

Explanation: Master Control

Tabulation:
See Attachment A **$471,891.06 MC**

Funding Year and Funding: 2023-2024 Nutrition Services Fund

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

3. SUPPLY WAREHOUSE STOCK – OCTOBER 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 $195,906.09 an itemized report is attached for review.

Explanation: Master Control

Tabulation:
See Attachment B
$195,906.09 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 because we are able to request quotes/bids from multiple vendors providing cost and time savings.

Request for Purchasing Approval
Supplies $20,000.00 and above
In accordance with BOE Policy 3304
Date: November 13, 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) – 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, and 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 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 4

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

Summary:

Description of products/services	Amount	Responsible Party
1. Replacement Mowers	$27,150.00	Luke Newman/Sean Hudspeth
2. Food – October 2023	$470,891.06	Fabian Armendariz
3. Supply Warehouse Stock – October 2023	$195,906.09	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.

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

ATTACHMENT A

FOOD – OCTOBER 2023

Order	Date	Supplier	Item Description	Purchase Order Amount
WPS2404138	10/2/2023	F & A FOOD SALES INC	NS6348 - DRESSING, RANCH, LIGHT, PORTION PACK, 200ct/12g/case	$ 6,750.00
WPS2404165	10/3/2023	BEN E KEITH COMPANY	Misc chips	$ 10,572.61
WPS2404306	10/5/2023	Menu Maker Foods Inc	NS6365 - SAUCE, KOREAN BBQ, FROZEN, 6ct/5lb/case	$ 2,380.56
WPS2404452	10/9/2023	BEN E KEITH COMPANY	Misc chips	$ 11,401.56
WPS2404458	10/9/2023	Gregory Packaging Inc	Juice, Shelf Stable Aseptic carton with straw, 40ct/case 4.23 oz	$ 23,385.60
WPS2404459	10/9/2023	Gregory Packaging Inc	Juice, Shelf Stable Aseptic carton with straw, 40ct/case 4.23 oz	$ 23,385.60
WPS2404469	10/9/2023	BEN E KEITH COMPANY	NS4345 – BAR, CEREAL, CRISP RICE AND MARSHMALLOW, INDIVIDUALLY WRAPPED, 50ct/cs	$ 10,614.40
WPS2404543	10/10/2023	BEN E KEITH COMPANY	Misc chips	$ 10,054.78
WPS2404619	10/11/2023	F & A FOOD SALES INC	NS1337 - EGG, WHOLE, HARD BOILED, FULLY COOKED, REFRIGERATED, 144ct/case	$ 3,740.00
WPS2404640	10/11/2023	LAND O' LAKES INC	NS5760 - CHEESE, STRING, MOZZARELLA, PART-SKIM, INDIVIDUALLY WRAPPED, 168ct/1oz/case	$ 36,055.04
WPS2404692	10/12/2023	F & A FOOD SALES INC	NS5943 - YOGURT, TUBE, FLAVORED, 96ct/2oz/case	$ 18,950.40
WPS2404693	10/12/2023	F & A FOOD SALES INC	NS5940 - YOGURT, FLAVORED, 48ct/4oz/case	$ 9,884.16
WPS2404888	10/16/2023	BEN E KEITH COMPANY	NS5630 - WATER, UNFLAVORED, NON-CARBONATED, 35/16oz/case	$ 327.24
WPS2404889	10/16/2023	F & A FOOD SALES INC	NS5980 - Yogurt, Vanilla, 6ct/64oz/case	$ 5,088.00
WPS2404891	10/17/2023	F & A FOOD SALES INC	NS6471 - SAUCE, PICANTE, PORTION PACK, 200ct/case	$ 2,440.00
WPS2404892	10/17/2023	F & A FOOD SALES INC	NS6310 - SAUCE, BARBECUE, PORTION PACK, 200ct/case	$ 2,140.00
WPS2404893	10/17/2023	F & A FOOD SALES INC	NS6480 - SYRUP, TABLE, PORTION PACK, 100ct/1.5oz/case	$ 3,889.60
WPS2404894	10/17/2023	BEN E KEITH COMPANY	Misc chips	$ 12,343.52
WPS2404964	10/18/2023	Gregory Packaging Inc	Juice, Shelf Stable Aseptic carton with straw, 40ct/case 4.23 oz	$ 23,385.60
WPS2405046	10/19/2023	F & A FOOD SALES INC	Misc cereal	$ 107,040.15
WPS2405214	10/24/2023	BEN E KEITH COMPANY	Misc chips	$ 8,442.17
WPS2405255	10/25/2023	Menu Maker Foods Inc	NS6360 - SAUCE, ORANGE, HUNAN STYLE, FROZEN, 6ct/5lb/case	$ 2,665.60
WPS2405256	10/25/2023	Menu Maker Foods Inc	NS6366 - SAUCE, SWEET CHILI, FROZEN, 6ct/5lb/case	$ 4,127.40

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.

Appendix 4

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

WPS2405286	10/25/2023	Menu Maker Foods Inc	NS3100 Onion Rings, whole grain rich breading, 31#/cs	$ 2,540.10
WPS2405369	10/26/2023	GILMAN CHEESE CORPORATION	NS5757 - Cheese, Mozzarella Shelf Stable, 1oz plank, Gilman, 160ct/cs, 10lb/case	$ 22,000.00
WPS2405412	10/30/2023	BEN E KEITH COMPANY	NS4017 - TORTILLA, FLOUR, WHITE FLOUR, 12/12ct/case.	$ 3,881.00
WPS2405424	10/30/2023	Gregory Packaging Inc	Juice, Shelf Stable Aseptic carton with straw, 40ct/case 4.23 oz	$ 23,385.60
WPS2405452	10/30/2023	Captain Ken's Foods, Inc	Baked Beans in BBQ Sauce (No Meat), 4/5 lb. Bag, Frozen, Net WT. 20 lbs	$ 15,106.00
WPS2405460	10/31/2023	F & A FOOD SALES INC	NS6330 - KETCHUP, TOMATO, PORTION PACK, 1000ct/1m/case	$ 7,190.40
WPS2405468	10/31/2023	BEN E KEITH COMPANY	NS1810 - TURKEY, SMOKED, SLICED, REFRIGERATED, 6/2lb/case	$ 7,597.00
WPS2405479	10/31/2023	BEN E KEITH COMPANY	Misc chips	$ 7,226.13
WPS2405487	10/31/2023	LAND O' LAKES INC	NS5737 - CHEESE, MILD CHEDDAR, SQUARES, 1/15lb/case	$ 2,612.80
WPS2405488	10/31/2023	F & A FOOD SALES INC	NS5733 - CHEESE, SHREDDED, CHEDDAR, 20lb/case	$ 4,233.00
WPS2405498	10/31/2023	LAND O' LAKES INC	NS5760 - CHEESE, STRING, MOZZARELLA, PART-SKIM, INDIVIDUALLY WRAPPED, 168ct/1oz/case	$ 36,055.04
			Total	$ 470,891.06

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: November 13, 2023
Attachment B

Supply Warehouse Stock

Purchase Order	Date	Supplier	Item Description	Amount
WPS2404141	10/2/2023	Waxie's Enterprises LLC	Disinfecting Wipes, CLOROX, LYSOL, PURELL 75-80ct FlatPacks.	$ 60,885.00
WPS2404250	10/4/2023	STAR LUMBER & SUPPLY CO INC	Lumber, Plywood, Maple, 3/4"x4'x8'	$ 6,950.40
WPS2404250		STAR LUMBER & SUPPLY CO INC	Plate, Mounting for cabinet, Expando Blum Pt #174H7100E Only	$ 303.60
WPS2404520	10/9/2023	ENVISION	FPC ONLY, Liner, Medium, 35 Gal, 2 Mil, 40x43, 100 bags/case, TB-231743	$ 25,209.00
WPS2404621	10/11/2023	FASTENAL COMPANY	Tape, Duct, HVAC, 11mil, 48mm x 55m Silver 11 mil Talon® Heavy Duty Duct Tape	$ 389.00
WPS2404679	10/11/2023	FASTENAL COMPANY	Battery, Size AA, Duracell Procell	$ 806.40
WPS2404681	10/11/2023	VERITIV OPERATING COMPANY	Pump, plastic, general-purpose trigger sprayer, 10 inch tube length, approx. 1.4mL output per stroke, no-leak design	$ 962.50
WPS2404682	10/11/2023	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	$ 6,300.00
WPS2404683	10/11/2023	BRADY INDUSTRIES OF KANSAS LLC	Deodorizer, bacteria/enzyme for drains, ready-to-use (RTU), 1 quart bottle; "Spartan Chemicals 'CONSUME' #319703" ONLY	$ 381.60
WPS2404683		BRADY INDUSTRIES OF KANSAS LLC	Spray, deodorizing, for spraying rooms, Lysol 19oz or equivalent, must be registered on EPA List N for COVID-19 Disinfectants	$ 1,080.00
WPS2404683		BRADY INDUSTRIES OF KANSAS LLC	Virex Plus, Disinfectant Cleaner & Deodorant, Diversey# 101102926, 2 x 84.5 oz./2.5 L J-Fill, 2 bottles per case	$ 15,538.00
WPS2404683		BRADY INDUSTRIES OF KANSAS LLC	Water, distilled, 1 gallon	$ 159.60
WPS2404687	10/12/2023	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	$ 3,915.00
WPS2404834	10/16/2023	BRADY INDUSTRIES OF KANSAS LLC	Bag, Kraft paper, waxed, feminine hygiene disposal bags, with gusset, must fit "Hospeco# 250-201W" receptacle, 500/case; "HOSPECO# KL260" ONLY	$ 439.92

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: November 13, 2023

WPS2404834		BRADY INDUSTRIES OF KANSAS LLC	Paper/Ply vacuum bag, Tennant part #9007744, includes 12 bags & 2 filters, for use with Tennant and Noble vacuums (must fit V-SMU-14 & V-DMU-14)	$ 934.56
WPS2404834		BRADY INDUSTRIES OF KANSAS LLC	Soap dispenser, white, bulk foam soap dispenser w/ refillable bottle, manual push bar, key lock, 1000mL capacity, equivalent to "Impact 9325"	$ 3,626.40
WPS2404834		BRADY INDUSTRIES OF KANSAS LLC	Toilet bowl mop, white handle, bowl cleaner; equivalent to "IMPACT# 204"	$ 186.00
WPS2404836	10/16/2023	BEN E KEITH COMPANY	Water, Bottled, Unflavored, Non Carbonated, 16 oz, 35 per case, 54 cs/pallet	$ 1,018.08
WPS2404838	10/16/2023	FASTENAL COMPANY	Container, 32 gallon, for refuse disposal, commercial-grade plastic, round, w/o lid, similar to "RUBBERMAID FG263200GRAY"	$ 440.64
WPS2405008	10/18/2023	PYRAMID SCHOOL PRODUCTS	Paper, watercolor, 22" X 30", 50 sheets 140#, approved for K-6 use	$ 1,176.00
WPS2405041	10/19/2023	BRADY INDUSTRIES OF KANSAS LLC	Safety Signage, "CAUTION WET FLOOR", with ANSI symbol(s) & easy-to-read bold lettering (English & Spanish), high-visibility yellow color, folding plastic A-frame design, 2 sided, approximately 25" tall	$ 286.00
WPS2405051	10/19/2023	BRADY INDUSTRIES OF KANSAS LLC	Towel, paper roll, 8" X 800', 6 Rolls per case, standard hard-wound universal roll towel, durable 2" core, minimum 24 lb. gross case weight, embossed for absorbency: TORK ESSITY RK8002 ONLY	$ 36,842.40
WPS2405108	10/20/2023	STAR LUMBER & SUPPLY CO INC	Standard shelf, Zinc 72", Knape & Vogt 233 ZC 72	$ 389.00
WPS2405215	10/24/2023	DANIKSCO BUSINESS SOLUTIONS LLC	Broom and Dust Pan, Lobby Combo, all pieces must be contained in one box, dustpan must have low-profile edge and pivot upwards, broom must be flared or angled with unflagged bristles, steel handles; equivalent to "CARLISLE #36141503"	$ 933.00
WPS2405337	10/26/2023	MIDLAND PAPER COMPANY	Envelope, Large White #10, 24# Legal Size, 500/box	$ 2,229.00
WPS2405337		MIDLAND PAPER COMPANY	Paper, Matte Text, 23 x 35, 80#, white, 85 to 92 brightness	$ 217.91
WPS2405337		MIDLAND PAPER COMPANY	Paper, bond, salmon, 8 1/2"x11", 500 sheets/ream	$ 744.00
WPS2405337		MIDLAND PAPER COMPANY	Paper, bond, white, 3 hole, 8 1/2"x11", 500 sheets/ream	$ 3,728.00
WPS2405337		MIDLAND PAPER COMPANY	Paper, bristol, ivory, 8 1/2" X 11", 250 sheets/pkg., card stock, 67#	$ 604.00

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: November 13, 2023

WPS2405348	10/26/2023	VERITIV OPERATING COMPANY	Cleaner, 'Glance HC Glass and multi-surface cleaner', ammoniated, non-streaking, blue color, for use on glass, mirrors, and windows, 2 x 84.5 oz./2.5 L J-Fill; "Diversey #905779" ONLY	$ 1,271.28
WPS2405348		VERITIV OPERATING COMPANY	Tissue, facial cleansing, 2 ply, white, interfolded, 100 tissues/box, 36 inner boxes/case, sold by the box; equivalent to "KLEENEX Brand #KCC21400"	$ 5,857.92
WPS2405350	10/26/2023	Waxie's Enterprises LLC	Absorbent Powder, 16 oz. or greater; for body fluid/sickness or spills, changes liquids to congealed semi-solid for quick cleanup, fragranced to neutralize unpleasant smells	$ 166.20
WPS2405350		Waxie's Enterprises LLC	Vinyl Gloves, Medium, M	$ 2,436.00
WPS2405350		Waxie's Enterprises LLC	Vinyl Gloves, Small, S	$ 1,218.00
WPS2405350		Waxie's Enterprises LLC	Vinyl disposable gloves, Extra Large, XL, general purpose, powder free, latex free, 100-150 per box, beaded cuff, approximately 4 mil. thickness, ambidextrous, must comply with Federal regulations for food contact	$ 2,436.00
WPS2405350		Waxie's Enterprises LLC	Vinyl gloves, Large, L	$ 3,654.00
WPS2405351	10/26/2023	BRADY INDUSTRIES OF KANSAS LLC	Bleach, 121oz, suitable for sanitizing food-contact surfaces, Clorox Pro #30966	$ 1,051.68
WPS2405388	10/27/2023	Waxie's Enterprises LLC	Clorox Bleach Liquid	$ 1,140.00
Total				**$ 195,906.09**

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.