Request for Purchasing Approval
Supplies $20,000.00 and above
In accordance with BOE Policy 3304
Date: April 8, 2024

1. **CAFETERIA, CLASSROOM, OFFICE FURNITURE & SUPPLIES** **IACP**
Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended the Board approve the purchase of cafeteria, classroom, and office furniture generally purchased using petty cash, site activity checks, purchase orders or District procurement cards from such vendors, but not limited to: Amazon, Discount School Supply, Galaxie Business Equipment, Inc., Kansas Contract Design, Lakeshore, Midwest Single Source, ODP, Palmer Hamilton, Really Good Stuff, Sam's Club, School Specialty, Staples, SumnerOne, Virco, Wal-Mart Inc., and Wenger Corporation. Cafeteria, classroom, and office furniture may also be offered to USD 259 with any of these vendors or others using cooperative purchasing agreements such as, but not limited to: OMNIA, State of Kansas, TIPS-USA, Greenbush – Southeast Kansas Educational Service (SEKE), NASPO, and other sources as appropriate for the purchase of this type of commodity and in accordance with District purchasing policies. It is estimated the annual amount will be $1,500,000.00.

Explanation: **Multiple Sources**

Tabulation:
Multiple Sources **$1,500,000.00 MS**
Amazon
Discount School Supply – aka. Earlychildhood LLC or Excelligence Learning Corp.
Galaxie Business Equipment, Inc.
Grainger
Kansas Contract Design
Lakeshore
Midwest Single Source
ODP Business Solutions – formally known as, Office Depot
Office Plus – aka. Daniksco
Palmer Hamilton
Really Good Stuff
Sam's Club
School Specialty
Staples
SumnerOne
Virco
Wal-Mart, Inc.
Wenger Corporation
Others as Needed

Funding Year and Funding: 2024-2025 Various Funds

Reason for Purchase: Cafeteria, classroom and office furniture will be purchased to replace broken or damaged furniture.

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2. **CONSUMABLE FOOD - ANNUAL** **BID EXEMPT**
Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended the Board of Education approve entering into contracts with various vendors in an amount not to exceed $15,000,000.00 for the sole purpose of obtaining consumable food for use in the operation of the District's Child Nutrition Programs during the 2024-2025 school year.

Explanation:
An itemized report of consumable food purchased will be provided to the Board of Education on a periodic basis.

Funding Year and Funding: 2023-2024 and 2024-2025 Nutrition Services Fund

Reason for Purchase: Nutrition Services purchases various food items to complete menus for student meals throughout the district.

3. **MOBILE DEVICE MANAGEMENT – ANNUAL** **MASTER CONTROL**
Responsible party as indicated in the summary: Rob Dickson

Recommendation:
Per policy 3304, it is reported payment will be made to Apple Technology Company (Cupertino, CA), in the amount not to exceed $50,000.00, for mobile device management software maintenance to be used by the IST Department.

Explanation: **Master Control**

Tabulation
Apple Technology Company **$50,000.00 MC**

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

Reason for Purchase: Mosyle is a mobile device management (MDM) tool used to manage the setup Apple devices. Mosyle manages the devices so units are maintained through a console that gives the ability to control profiles, manage password resets, lockdown access when necessary and management lost and stolen devices all in a central location. This management tool has increased customer service and response times on Apple devices and reduced the need for additional Macbooks to manage devices at school sites.

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4. **BEHAVIORAL THREAT CASE MANAGEMENT SYSTEM – ANNUAL** **BID EXEMPT**
Responsible party as indicated in the summary: Terri Moses

Recommendation:
Per BOE Policy 3304, it is reported payment will be made to Public Consulting Group, LLC. (Boston, MA), in the amount of $89,366.00 for annual licensing, support, and maintenance of the EDPlan Behavioral Threat Assessment software suite for the 2024-2025 and 2025-2026 school years

Explanation: Bid Exempt

Tabulation:
Public Consulting Group LLC **$89,366.00 BE**

Funding Year and Funding: 2023-2024 Capital Outlay Funds

Reason for Purchase: The purpose of this item is to contract with Public Consulting Group, Incorporated. PCG is a sole-source provider of the EDPlan Behavioral Threat Assessment software suite. This software is designed to support behavioral threat assessments, intervention, and referral services management. This system helps maximize transparency, fidelity, collaboration, efficiency, and reporting/data collection.

5. **FOOD – FEBRUARY 2024** **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 $217,620.49. An itemized report is attached for review.

Explanation: Master Control

Tabulation:
See Attachment A **$217,620.49 MC**

Funding Year and Funding: 2023-2024 Nutrition Services Fund

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

Request for Purchasing Approval
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6. **SUPPLY WAREHOUSE STOCK – FEBRUARY 2024** **MASTER CONTROL**
Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
Reported stock supplies for the Supply Warehouse to be utilized throughout the School District have been purchased for $165,054.03. An itemized report is attached for review.

Explanation: Master Control

Tabulation:
See Attachment B **$165,054.03 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 can request quotes/bids from multiple vendors providing 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) – 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
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Summary:

Description of products/services	Amount	Responsible Party
1. Cafeteria, Classroom, Office Furniture & Supplies	$1,500,000.00	Fabian Armendariz
2. Consumable Food – Annual	$15,000,000.00	Fabian Armendariz
3. Mobile Device Management Mosyle – Annual	$50,000.00	Rob Dickson
4. Behavioral Threat Case Management System	$89,366.00	Terri Moses
5. Food – February 2024	$217,620.49	Fabian Armendariz
6. Supply – February 2024	$165,054.03	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.

Appendix 4

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ATTACHMENT A

FOOD – FEBRUARY 2024

Order	Date	Supplier	Item Description	Amount
WPS2408993	2/2/2024	F & A FOOD SALES INC	NS5730 - CHEESE, MOZZERELLA, SHREDDED, FANCY, 20lb/case	$ 4,267.00
WPS2409113	2/6/2024	BEN E KEITH COMPANY	Misc Chips	$ 4,954.20
WPS2409114	2/6/2024	BEN E KEITH COMPANY	NS5201 – Tostitos Reduced Fat Crispy Rounds (.875oz), Individual Portion Size, 104/.875oz/cs	$ 5,278.50
WPS2409360	2/8/2024	F & A FOOD SALES INC	NS6310 - SAUCE, BARBECUE, PORTION PACK, 200ct/case	$ 1,070.00
WPS2409510	2/13/2024	BEN E KEITH COMPANY	Misc Chips	$ 15,584.38
WPS2409597	2/14/2024	F & A FOOD SALES INC	NS6348 - DRESSING, RANCH, LIGHT, PORTION PACK, 200ct/12g/case	$ 2,250.00
WPS2409598	2/14/2024	F & A FOOD SALES INC	NS6330 - KETCHUP, TOMATO, PORTION PACK, 1000ct/1m/case	$ 5,392.80
WPS2409600	2/14/2024	F & A FOOD SALES INC	Misc Cereal	$ 31,720.50
WPS2409715	2/20/2024	Gregory Packaging Inc	Juice, Shelf Stable Aseptic carton with straw, 40ct/case 4.23 oz	$ 23,385.60
WPS2409806	2/21/2024	F & A FOOD SALES INC	NS1337 - EGG, WHOLE, HARD BOILED, FULLY COOKED, REFRIGERATED, 144ct/case	$ 1,870.00
WPS2409807	2/21/2024	LAND O' LAKES INC	NS5737 - CHEESE, MILD CHEDDAR, SQUARES, 1/15lb/case	$ 3,266.00
WPS2409809	2/21/2024	LAND O' LAKES INC	NS5735 - CHEESE, CUBES, MILD CHEDDAR, REDUCED FAT, 4/5lb/case	$ 1,691.00
WPS2409811	2/21/2024	F & A FOOD SALES INC	NS5980 - Yogurt, Vanilla, 6ct/64oz/case	$ 5,088.00
WPS2409812	2/21/2024	F & A FOOD SALES INC	NS5940 - YOGURT, FLAVORED, 48ct/4oz/case	$ 6,589.44
WPS2409816	2/21/2024	LAND O' LAKES INC	NS5760 - CHEESE, STRING, MOZZARELLA, PART-SKIM, INDIVIDUALLY WRAPPED, 168ct/1oz/case	$ 45,068.80
WPS2409827	2/21/2024	BEN E KEITH COMPANY	Misc Chips	$ 12,532.66
WPS2409879	2/22/2024	BEN E KEITH COMPANY	NS5630 - WATER, UNFLAVORED, NON-CARBONATED, 35/16oz/case	$ 327.24
WPS2410067	2/27/2024	BEN E KEITH COMPANY	Misc Chips	$ 5,541.12
WPS2410191	2/28/2024	Menu Maker Foods Inc	NS2970 - SALSA, BOTTLED, fully prepared, mild flavor, chunky style, ready to serve, 4/1gal/case	$ 2,346.72
WPS2410193	2/28/2024	BEN E KEITH COMPANY	Misc Chips	$ 9,471.53
WPS2410196	2/28/2024	F & A FOOD SALES INC	Misc Cereal	$ 29,925.00
			Total	$ 217,620.49

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ATTACHMENT B

SUPPLY– FEBRUARY 2024

Purchase Order	Date	Supplier	Item Description	Amount
WPS2408922	2/1/2024	BRADY INDUSTRIES OF KANSAS LLC	Replacement Vacuum bags, 10 bags per package, for use with ProTeam Super Coach Pro 6 backpack vacuum, must fit #1073120; "EMERSON PROTEAM part #107314" ONLY	$ 696.80
WPS2408962	2/2/2024	STAR LUMBER & SUPPLY CO INC	Lumber, Plywood, Maple, 3/4"x4'x8', Roseburg Skyply ONLY, veneer core, B2 / 7ply, Whole Piece Face	$ 3,475.20
WPS2409001	2/2/2024	ACCREDITED LOCK SUPPLY	ASSA ABLOY DC6210-689-M54, Door closer, silver aluminum finish, parallel arm mounting, fully adjustable spring power to accommodate sizes 1 through 6, includes sex-nuts and bolts (SNBs) (1-3/4" minimum thickness)	$ 12,660.00
WPS2409116	2/6/2024	MIDLAND PAPER COMPANY	Paper, White, 17 1/2" x 22 1/2", 60# Offset	$ 13,831.20
WPS2409116		MIDLAND PAPER COMPANY	Paper, bond, 20 lb., white, 3 hole, 8 1/2"x11", 500 sheets/ream	$ 5,304.00
WPS2409116		MIDLAND PAPER COMPANY	Paper, bond, orchid, 8 1/2"x11", 500 sheets/ream	$ 1,190.40
WPS2409153	2/6/2024	BRADY INDUSTRIES OF KANSAS LLC	Finish, for wooden/gym floors, oil modified urethane varnish, 42% or greater solids, 500-600 sq ft/gal. coverage, 5 gal. buckets; equivalent to "BUCKEYE 'SUPER 40'" or "BONA 'SUPERCOURT' POLY" or "SIKA 'Sikafloor' WP-1"	$ 10,584.00
WPS2409161	2/6/2024	CONTRACT PAPER GROUP INC	Paper, bond, blue, 8 1/2"x11", 500 sheets/ream	$ 920.00
WPS2409161		CONTRACT PAPER GROUP INC	Paper, bond, canary, 8 1/2"x11", 500 sheets/ream	$ 920.00
WPS2409161		CONTRACT PAPER GROUP INC	Paper, bond, goldenrod, 8 1/2"x11", 500 sheets/ream	$ 460.00
WPS2409161		CONTRACT PAPER GROUP INC	Paper, bond, gray, 8 1/2"x11", 500 sheets/ream	$ 230.00
WPS2409161		CONTRACT PAPER GROUP INC	Paper, bond, green, 8 1/2"x11", 500 sheets/ream	$ 920.00
WPS2409161		CONTRACT PAPER GROUP INC	Paper, bond, ivory, 8 1/2"x11", 500 sheets/ream	$ 460.00
WPS2409161		CONTRACT PAPER GROUP INC	Paper, bond, white, 11"x17", 2500 sheets/5 reams	$ 6,992.00
WPS2409165	2/6/2024	CLAMPITT PAPER COMPANY OF OKLAHOMA	Paper, bristol, blue, 8 1/2" X 11", 250 sheets/pkg., card stock, 67#	$ 1,086.00
WPS2409165		CLAMPITT PAPER COMPANY OF OKLAHOMA	Paper, bristol, canary, 8 1/2" X 11", 250 sheets/pkg., card stock, 67#	$ 1,086.00
WPS2409165		CLAMPITT PAPER COMPANY OF OKLAHOMA	Paper, bristol, goldenrod, 8 1/2" X 11", 250 sheets/pkg., card stock, 67#	$ 543.00

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WPS2409165		CLAMPITT PAPER COMPANY OF OKLAHOMA	Paper, bristol, gray, 8 1/2" X 11", 250 sheets/pkg., card stock, 67#	$	271.50
WPS2409165		CLAMPITT PAPER COMPANY OF OKLAHOMA	Paper, bristol, green, 8 1/2" X 11", 250 sheets/pkg., card stock, 67#	$	543.00
WPS2409165		CLAMPITT PAPER COMPANY OF OKLAHOMA	Paper, bristol, pink, 8 1/2" X 11", 250 sheets/pkg., card stock, 67#	$	814.50
WPS2409323	2/8/2024	DCC Propane, LLC	Propane, Gas, 33 lb Bottle, Crafts Only	$	327.96
WPS2409326	2/8/2024	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	$	357.12
WPS2409334	2/8/2024	VERITIV OPERATING COMPANY	Paper, bristol, white, 8 1/2" X 11", 250 sheets/pkg., card stock, 67#	$	6,326.40
WPS2409341	2/8/2024	BRADY INDUSTRIES OF KANSAS LLC	Water, distilled, 1 gallon	$	243.39
WPS2409352	2/8/2024	FASTENAL COMPANY	Battery, size D, Duracell Procell	$	1,391.04
WPS2409353	2/8/2024	SCHOOL SPECIALTY LLC	Crayon, Wrapped, 16 assorted colors in flip top, approved for K-6 use	$	241.92
WPS2409354	2/8/2024	VERITIV OPERATING COMPANY	Bag, zip-top plastic, Gallon Size (10 9/16"x10 3/4"), freezer-grade thickness (approximately 2.7mil.), 28-60 per box, BPA free; equivalent to GLAD or ZIPLOC	$	1,857.60
WPS2409355	2/8/2024	SCHOOL HEALTH CORPORATION	Bandaids, 100/box, 3/4" W x 3" L, Sheer, Breathable, Non-stick Absorben Pad	$	948.00
WPS2409448	2/12/2024	Waxie's Enterprises LLC	Cover, paper for toilet seat, 5000 piece case, 20 pkgs of 250	$	526.88
WPS2409554	2/14/2024	Engineered Floors LLC	Luxury Vinyl Tile (LVT), 27 Sq ft. per case; "J+J Flooring, Style: Tatami #V5003, Color: Kyoto #1018"	$	62,784.00
WPS2409555	2/14/2024	MIDLAND PAPER COMPANY	Envelopes, Digital Window Envelope, PRINTMASTER Commercial 92019, #10 (24#) (90 GSM) White Wove Finish, 2500/Carton, 4 1/8" x 9 1/2"	$	534.00
WPS2409556	2/14/2024	STAR LUMBER & SUPPLY CO INC	Catch, Cabinet Elbow, H.B Ives, #2A92	$	315.20
WPS2409558	2/14/2024	Waxie's Enterprises LLC	Vinyl Gloves, Medium, M	$	3,654.00
WPS2409558		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	$	3,828.00
WPS2409558		Waxie's Enterprises LLC	Vinyl gloves, Large, L	$	2,436.00
WPS2409611	2/14/2024	PRATT (LOVE BOX), LLC	Box, Cardboard Single Wall, 18"x12"x12", MINIMUM Requirements - Edge Crush 32 lbs/in, Size Limit 75", Gross Weight Limit 65 lbs, Brown, Palletized	$	5,274.00
WPS2409814	2/21/2024	BEN E KEITH COMPANY	Water, Bottled, Unflavored, Non Carbonated, 16 oz, 35 per case, 54 cs/pallet	$	1,636.20

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WPS2409828	2/21/2024	PYRAMID PAPER COMPANY	Flag, State of Kansas, for outdoor use, 4' x 6', Premium Nylon, Cotton, or Polyester, embroidered stars, brass grommets; equivalent to "VALLEY FORGE #46332160/#46232160" #46332160/#46232160"	$ 559.90
WPS2409828		PYRAMID PAPER COMPANY	Flag, USA, for outdoor use, 5' x 8', Premium Nylon, Cotton, or Polyester, lock-stitched, embroidered stars, brass grommets; equivalent to "ANNIN #001200/#002730/#002270" or "VALLEY FORGE #58111000/#58211000/#58311000II"	$ 447.90
WPS2409976	2/26/2024	VERITIV OPERATING COMPANY	Tissue, facial cleansing, 2 ply, interfolded, 100/box, 36 boxes/case, Kleenex Brand #KCC21400	$ 5,857.92
WPS2409977	2/26/2024	WILLIAMS LAFE T & ASSOC INC	Foam Cup, White, 6oz., sold by carton, 1000/ctn	$ 2,519.00
Total				**$ 165,054.03**

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