Appendix 3

Request for Purchasing Approval
Supplies $20,000.00 and above
In accordance with BOE Policy 3304
Date: June 10, 2024

1. MAGNET SCHOOL APPLICATION SELECTION SOFTWARE **BID EXEMPT**
Responsible party as indicated in the summary: Rob Dickson

Recommendation:
It is reported payment will be made to SchoolMint (Lafayette, LA), in an amount not to exceed $34,650.00, for licensing use services for three years of support and maintenance for student application and lottery management software used by the Magnet Office.

Explanation: Bid Exempt

Tabulation:
SchoolMint **$34,650.00 BE**

Funding Year and Funding: 2024-2025 General Fund

Reason for Purchase: This software is used by the Magnet Office to give them the ability to select applications for the magnet schools throughout the district blindly.

2. NUTRITION SERVICES COLD STORAGE - ANNUAL - CORRECTION **BID EXEMPT**
Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
This item was originally approved at the 6/13/23 BOE meeting in a not to exceed amount of $100,000.000. It is now recommended the Board approve the service provided by Americold Logistics LLC (Wichita, KS) in the amount not to exceed $175,000.00 for Nutrition Services cold food storage.

Explanation: Bid Exempt

Tabulation:

Americold Logistics LLC Approved 6/13/23	$100,000.00 **BE**
Additional funds for 2023-2024	**$25,000.00**
Additional funds for 2024-2025	**$50,000.00**
Total	$175,000.00

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

Reason for Purchase: Nutrition Services uses this service to store refrigerated and frozen food items for future student menu items. With supply chain issues still at a high, many manufacturers are requiring Nutrition Services to purchase minimum quantities, consisting of several pallets or full truck loads. The current Nutrition Services freezer space at the School Service Center is unable to hold large purchases like this. Nutrition Services is adding additional freezer space to the School Service Center, once completed later this calendar year, the need for this service will be eliminated.

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3. NUTRITION SERVICES TEMP HOSPITALITY - ANNUAL **BID EXEMPT**
Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended that the Board approve service provided by LGC Associates LLC (Wichita, KS) in the amount not to exceed $75,000.00 for nutrition services at various sites throughout the District.

Explanation: Bid Exempt

Tabulation:
LGC Associates LLC **$75,000.00 BE**

Funding Year and Funding: 2024-2025 Nutrition Services Fund

Reason for Purchase: LGC Associates LLC has been selected to provide supplemental coverage for Nutrition Services at various sites throughout the district; covering positions difficult to fill with full time employees.

4. BUILDINGS & GROUNDS – MOWING SERVICE **BID EXEMPT**
Responsible party as indicated in the summary: Luke Newman

Recommendation:
It is recommended that the Board approve service provided by Custom Lawn Service (Wichita, KS) in the amount not to exceed $95,000.00 for mowing services at various sites throughout the District.

Explanation: Bid Exempt

Tabulation:
Custom Lawn Service **$95,000.00 BE**

Funding Year and Funding: 2024-2025 Site Improvement/Capital Funds

Reason for Purchase: Custom Lawn Service has been selected to provide supplemental coverage for Buildings & Grounds at various sites throughout the district; covering positions difficult to fill with full time employees and enhancing the curb appeal of our district.

5. HVAC MAINTENANCE **BID-EXEMPT**
Responsible party as indicated in the summary: Luke Newman

Recommendation:
It is recommended that the Board approve service provided by Jerrod Max Turner DBA 316 Mechanical (Valley Center, KS) in the amount not to exceed $269,280.00 for HVAC mechanical repair and maintenance services at various sites throughout the District.

Explanation: Bid-Exempt

Tabulation:
Jerrod Max Turner DBA 316 Mechanical **$269,280.00 BE**

Funding Year and Funding: 2024-2025 Capital Outlay/General Funds

Reason for Purchase: Jerrod Max Turner (316 Mechanical) has been selected to provide supplemental coverage for HVAC mechanical repair and maintenance covering positions difficult to fill with full time employees.

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6. ROLL-OFF DUMPSTER & SOLID WASTE REMOVAL SERVICES – ANNUAL **BID EXEMPT**
Responsible party as indicated in the summary: Luke Newman

Recommendation:
It is recommended the Board approve the service provided by Waste Connections of Kansas (Wichita, KS) in the amount not to exceed $475,000.00 for contract term July 1, 2024 through June 30, 2025.

Explanation: Bid-Exempt

Tabulation:
Waste Connections of Kansas, Inc **$475,000.00 BE**

Funding Year and Funding: 2024-2025 General/Various Funds

Reason for Purchase: Waste Connections collects refuse and waste from all of the District's locations.

7. BOX TRUCK - SUPPLY DEPARTMENT **24086**
Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended the only bid by Don Hattan Chevrolet Inc. (Wichita, KS) in the amount of $124,250.00, be approved for the purchase of one (1) box truck.

Explanation: Only Bid

Tabulation:
Don Hattan Chevrolet Inc **$124,250.00 OB**

Funding Year and Funding: 2023-2024 Supplemental General Funds

Reason for Purchase: The Supply Department utilizes this truck to delivery District supplies. This truck will replace older truck no longer able to be repaired.

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8. COPIER LEASE PAYMENTS – CANON **IACP**
Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended that the Omni Partners Contract 2020002755 with Canon Solutions America (Chicago, IL), in the amount not to exceed $80,000 through the end of FY25, be approved for the lease of one Canon varioPrint 6000 Titan copier for use in the Print Center. The lease period available is five years. Monthly lease payments in the amount of $4,800 include software, click charges, and training.

Explanation: **Inter-Agency Cooperative Purchase**

Tabulation:
Canon Solutions America **$80,000 IACP**
Omnia Partners 2020002755

Funding Year and Funding: 2024-2025 Supplemental General Fund

Reason for Purchase: To maintain the volume of requests in the Print Center for second year of five year lease period.

9. COPIER LEASE PAYMENTS – KONICA MINOLTA **IACP**
Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended that the Board approve the Association of Education Purchasing Agencies (OMNIA) Contract Region 4 ESC – TX | R191101, with Konica Minolta (Ramsey, New Jersey) in the amount not to exceed $200,000.00. For the lease payment of 2 Konica Accurio Press 6136 Black/White, and 2 Konica Accurio Press 6100 Color, to include software, click charges, and training, for use in the Print Center.

Explanation: **Inter-Agency Cooperative Purchase**

Tabulation:
Konica Minolta **$200,000.00 IACP**
OMNIA Region 4 ESC-TX | R191101

Funding Year and Funding: 2024-2025 Supplemental General Fund
Reason for Purchase: The Print Center uses these high-production copiers to provide lower-cost printed options for the District.

Request for Purchasing Approval
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10. DIGITAL SIGNAGE – NUC MINI PC **IACP**
Responsible party as indicated in the summary: Rob Dickson

Recommendation:
It is recommended that the Board approve the State of Kansas Contract #42603 with Kansas City Audio Visual (Kansas City, MO) in an amount not to exceed $50,000.00 to upgrade our current digital signage system to the Rise Vision system. This will make it easier for administrators to update information and control displays from any computer, anywhere, with the correct permissions.

Explanation: Inter-Agency Cooperative Purchase

Tabulation
Kansas City Audio Visual **$50,000.00 IACP**
State of KS Contract #42603

Funding Year and Funding: 2024-2025 Capital Outlay Fund

Reason for Purchase: Rise Vision digital signage software utilizing the NUC players provides a cloud-based solution to our sites and controls that are not currently available.

11. AUTONOMOUS FLOOR SCRUBBER SYSTEMS **IACP**
Responsible party as indicated in the summary: Luke Newman

Recommendation:
It is recommended that the Board approve the Omnia Partners Contract No. 02-27 with Brady Industries of Kansas LLC (Park City, KS) in an amount not to exceed $152,660.00 to purchase two (2) autonomous floor scrubber systems.

Explanation: Inter-Agency Cooperative Purchase

Tabulation
Brady Industries of Kansas LLC **$152,660.00 IACP**
Omnia Partners Contract #02-27

Funding Year and Funding: 2023-2024 General Funds

Reason for Purchase: Custodial Dept has identified efficiency opportunities by using autonomous floor scrubbers to assist in covering hard to fill positions and large areas. This will help the Custodial Dept to maintain the District's buildings.

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12. NUTRITION SERVICES CLEANING SOLUTIONS - ANNUAL **IACP**
Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended the Board approve payment be made to Waxie's Enterprises LLC (Wichita, KS), Omnia Partners, City of Tucson (AZ), Contract #202329-01, not to exceed the amount of $50,000.00 for the cleaning solutions chemical products for use by Nutrition Services at selected secondary sites and main Food Production Center. The contract term is July 1, 2024, through June 30, 2025.

Explanation: **Inter-Agency Cooperative Purchase**

Tabulation:
Waxie's Enterprises LLC **$50,000.00 IACP**
OMNIA Partners Contract #202329-01

Funding Year and Funding: 2024-2025 Nutrition Services Fund

Reason for Purchase: Nutrition Services uses this cleaning solutions service for its main Food Production Center as well as secondary locations throughout the district.

Request for Purchasing Approval
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Date: June 10, 2024

13. NUTRITION SERVICES EMPLOYEE UNIFORMS - ANNUAL **IACP**
Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended the Board approve payment be made to UniFirst Corporation (Wilmington, MA), Sourcewell Contract #040920-UFC, not to exceed the amount of $50,000.00 as the uniform provider for Nutrition Services. The contract term is July 1, 2024, through June 30, 2025.

Explanation: Inter-Agency Cooperative Purchase

Tabulation:
UniFirst Corporation **$50,000.00 IACP**
Sourcewell Contract #040920-UFC

Funding Year and Funding: 2024-2025 Nutrition Services Fund

Reason for Purchase: Nutrition Services provides an allowance for uniform needs for its employees based on union negotiations.

14. NUTRITION SERVICES LAUNDRY SERVICES - ANNUAL **IACP**
Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended the Board approve payment be made to Cintas Corporation (Wichita, KS), Omnia Partners, Prince William County Public Schools (VA), Contract #R-BB-19002, not to exceed the amount of $30,000.00 as the laundry services provider for Nutrition Services. The contract term is July 1, 2024, through June 30, 2025.

Explanation: Inter-Agency Cooperative Purchase

Tabulation:
Cintas Corporation **$30,000.00 IACP**
OMNIA Partners Contract #R-BB-19002

Funding Year and Funding: 2024-2025 Nutrition Services Fund

Reason for Purchase: Nutrition Services uses this laundry service for its main Food Production Center as well as secondary locations throughout the District. The laundered items include aprons, gloves, towels, and hot pads.

Request for Purchasing Approval
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In accordance with BOE Policy 3304
Date: June 10, 2024

15. PRODUCTION PRINTING & DOCUMENT ARCHIVING SERVICES **IACP**
Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended that the Board approve State of Kansas Contract #33942 with Envision (Wichita, KS) in an amount not to exceed $90,000.00 to perform production printing services on an as needed basis for the Print Center.

Explanation: Inter-Agency Cooperative Purchase

Tabulation:
Envision **$90,000.00 IACP**
State of KS Contract #33942

Funding Year and Funding: 2024-2025 Supplemental General Funds

Reason for Purchase: To perform production printing services as needed.

16. SECURITY VIDEO CAMERAS, DIGITAL VIDEO RECORDERS, CARD READERS & LICENSES - ANNUAL **IACP**
Responsible party as indicated in the summary: Terri Moses/Luke Newman/Rob Dickson

Recommendation:
It is recommended the GSA Contract #GS-07F-047GA to Orion Security Solutions, LLC (Edmond, OK), in the amount not to exceed $1,500,000.00, be approved for the purchase of security video cameras, digital video recorders, card readers, licenses, and annual maintenance for use in the District's security video system.

Explanation: Inter-Agency Cooperative Purchase

Tabulation:
Orion Security Solutions, LLC **$1,500,000.00 IACP**
GSA Contract #GS-07F-047G

Funding Year and Funding: 2024-2025 Capital Outlay/Supplemental General Fund

Reason for Purchase: Security installs cameras and DVR systems throughout the district to monitor the different locations, at the school level and remotely. The Orion system will work with the Aventura system. Cameras and recorders will be replaced on an as-needed basis. This contract is for pricing only and is nonexclusive.

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17. VEHICLE LEASE PAYMENTS **IACP**

Responsible party as indicated in the summary: Susan Willis/Luke Newman

Recommendation:
It is recommended the E and I Cooperative Contract #CNR01494, with Enterprise Holdings Inc. (Roslyn Heights, NY) in the amount not to exceed $2,000,000.00 for the payment of leased district fleet vehicles and Geotab GPS and vehicle health tracking.

Explanation: Inter Agency Cooperative Purchase

Tabulation:
Enterprise Holdings Inc **$2,000,000.00 IACP**

Funding Year and Funding: Captial Outlay/Nutritional Services Funds

Reason for Purchase: The original contract was approved on August 23, 2021, to phase out the district fleet with newer leased vehicles over the course of three years. Proceeds from sales of leased vehicles at the end of lease periods will offset direct Capital Outlay needed to fund the program. From inception of the lease program to date, proceeds from leased vehicle sales total $636,868.54. The remaining portion of our owned fleet is expected to be phased into the lease program in fiscal year 23-24, at which point we will be full transitioned.

18. SCHOOLBOOKS & TRACKS SOFTWARE MAINTENANCE & SUPPORT - ANNUAL **MASTER CONTROL**

Responsible party as indicated in the summary: Rob Dickson/Susan Willis

Recommendation:
It is recommended payment be made to Global Payments Inc., dba. Heartland Payment Systems, LLC (Atlanta, GA), in the amount not to exceed $50,000.00, for annual support and maintenance. The contract term is July 1, 2024, through June 30, 2025.

Explanation: Master Control

Tabulation:
Global Payments Inc. **$50,000.00 MC**

Funding Year and Funding: 2024-2025 Capital Outlay/Supplemental General

Reason for Purchase: SchoolBooks and Tracks Software is used at school sites for enrollment fees and books.

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19. SECURLY - ANNUAL **MASTER CONTROL**
Responsible party as indicated in the summary: Rob Dickson

Recommendation:
It is recommended payment be made to CDW-G (Vernon Hills, IL) in the amount of $72,000,00 for annual web filter support and maintenance.

Explanation: **Master Control**

Tabulation:
Securly **$72,000.00 MC**

Funding Year and Funding: 2024-2025 Capital Outlay/Supplemental General

Reason for Purchase: Annual support and maintenance of web filter 2024-2025.

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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.

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Summary:

Description of products/services	Amount	Responsible Party
1. Magnet School Application Selection Software	$34,650.00	Rob Dickson
2. Nutrition Services Cold Storage – Annual - Correction	$75,000.00	Fabian Armendariz
3. Nutrition Services Temp Hospitality – Annual	$75,000.00	Fabian Armendariz
4. Building & Grounds – Mowing Service	$95,000.00	Luke Newman
5. HVAC Maintenance	$269,280.00	Luke Newman
6. Roll Off Dumpster & Solid Waste Removal Services Annual	$475,000.00	Luke Newman
7. Box Truck – Supply	$124,250.00	Fabian Armendariz
8. Copier Lease Payments – Canon	$80,000.00	Fabian Armendariz
9. Copier Lease Payments – Konica Minolta	$200,000.00	Fabian Armendariz
10. Digital Signage – NUC mini PC	$50,000.00	Rob Dickson
11. Autonomous Floor Scrubber Systems	$152,660.00	Luke Newman
12. Nutrition Services Cleaning Solutions – Annual	$50,000.00	Fabian Armendariz
13. Nutrition Services Employee Uniforms - Annual	$50,000.00	Fabian Armendariz
14. Nutrition Services Laundry Services - Annual	$30,000.00	Fabian Armendariz
15. Production Printing & Documentation Archiving Services	$90,000.00	Fabian Armendariz
16. Security Video Camera, Digital Video Recorders, Card Readers, & Licenses - Annual	$1,500,000.00	Terri Moses/Luke Newman/Rob Dickson
17. Vehicle Lease Payments	$2,000,000.00	Susan Willis/Luke Newman
18. SchoolBook & Tracks Software Maintenance & Support – Annual	$50,000.00	Susan Willis/Rob Dickson
19. Securly	$72,000.00	Rob Dickson

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.