Appendix 5

Request for Purchasing Approval
Supplies $20,000.00 and above
In accordance with BOE Policy 3304
Date: September 9, 2024

1. FOOTBALL HELMET AND SHOULDER PAD RECONDITIONING **BID EXEMPT**

Responsible party as indicated in the summary: Loren Hatfield/Chris Asmussen

Recommendation:
It is recommended Harco Athletic Reconditioning, (Fort Collins, CO) and Riddell – All American Sports Corp. (Ridgeville, OH), be used for reconditioning of football helmets and shoulder pads at various district high schools, for a total amount not to exceed $42,000.00.

Explanation: Bid Exempt.

Tabulation:

Harco Athletic Reconditioning	**$18,000.00 BE**
Riddell (All American Sports Corp.)	**$24,000.00 BE**
Total:	**$42,000.00**

Funding Year and Funding: 2024-2025 Athletics Fund

Reason for Purchase: Periodic inspections and reconditioning is needed to ensure safety and to extend the life of the equipment.

2. FOOTBALL HELMETS **BID EXEMPT**

Responsible party as indicated in the summary: Loren Hatfield/Chris Asmussen

Recommendation:
It is recommended BSN Sports – Varsity Brands Holding, (Dallas, TX) and Riddell – All American Sports Corp. (Ridgeville, OH), be used for the purchase of new football helmets as needed at various district high schools, for a total amount not to exceed $50,000.00.

Explanation: Bid Exempt.

Tabulation:

BSN Sports (Varsity Brands Holding)	**$14,000.00 BE**
Riddell (All American Sports Corp.)	**$36,000.00 BE**
Total:	**$50,000.00**

Funding Year and Funding: 2024-2025 Athletics Fund

Reason for Purchase: To replace old, worn-out helmets that can no longer be reconditioned.

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3. SCHOOL, OFFICE SUPPLIES, & FURNITURE **IACP**
Responsible party as indicated in the summary: Fabian Armendariz

Recommendation:
It is recommended the Board approve the purchase of small dollar and consumable school, office supplies, and furniture generally purchased using petty cash, site activity checks, purchase orders or District procurement cards from such vendors, but not limited to; Amazon, Galaxie Business Equipment, Inc., Lakeshore, Midwest Single Source, ODP Business Solutions, Daniksco Business and Office Interiors, Sam's Club, School Specialty, Staples, Wal-Mart, Inc. School and office supplies may also be offered to USD 259 with any of these vendors or others using cooperative purchasing agreements such as, but not limited to: State of Kansas, Greenbush – Southeast Kansas Educational Service (SEKE), OMNIA Partners, Public Sector (OMNIA), NASPO Value Point (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 $3,000,000.00.

Explanation: **Multiple Sources**

Tabulation:

Multiple Sources	**$3,000,000.00 MS**
Amazon	
Daniksco Business	
Galaxie Business Equipment, Inc.	
Global Equipment	
Grainger	
Lakeshore	
Midwest Single Source	
ODP Business Solutions	
Palmer Hamilton	
Sam's Club	
School Specialty	
Scott Rice Office Interiors	
Staples	
Virco	
Wal-Mart, Inc.	
Wenger Corporation	
Wholesale Schoolwear	
Others as Needed	

Funding Year and Funding: 2024-2025 Various Funds

Reason for Purchase: The District purchases classroom, office supplies, and furniture such as pencils, pens, paper products, etc. for students and staff throughout the District.

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4. INTERACTIVE FLAT PANEL – CLEAR TOUCH – PHASE 4 **MASTER CONTROL**
Responsible party as indicated in the summary: Rob Dickson

Recommendation:
It is recommended the Board of Education approve an agreement not to exceed $790,507.15, to include equipment and installation of interactive flat panels. Payment will be made via State of Kansas Contract #42603 to Kansas City Audio-Visual.

Explanation: Master Control

Tabulation
Kansas City Audio Visual **$790,507.15 MC**

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

Reason for Purchase: This request is for part two (2) of phase four (4) purchase of interactive flat panels that will be deployed to a portion of the elementary schools, completing the remaining middle schools, and continued replacement of failing existing equipment.

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

Recommendation:
Payment will be made to Mosyle Corporation (Winter Park, FL), not exceeding $180,000.00, for mobile device management software maintenance to be used by the IST Department.

Explanation: Master Control

Tabulation
Mosyle Corporation **$180,000.00 MC**

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

Reason for Purchase: Mosyle is a mobile device management (MDM) tool used to manage the setup of 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 manage lost and stolen devices all in a central location. This management tool has increased customer service and response times on Apple devices and has also reduced the need for additional MacBooks to manage devices at school sites.

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6. USER LICENSES FOR ORACLE PBSC AND EPRCS – ANNUAL **MASTER CONTROL**
Responsible party as indicated in the summary: Rob Dickson/Susan Willis

Recommendation:
It is recommended payment be made to, DLT Solutions (Herndon, VA), in the amount of $23,338.00, for user licenses to Oracle Planning and Budgeting Cloud Services (PBCS) and Enterprise Performance Reporting Cloud Service (EPRCS).

Explanation: **Master Control**

Tabulation
DLT Solutions **$23,338.00 MC**

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

Reason for Purchase: Oracle is the District's Enterprise Performance Management (EPM) system, which includes PBCS and EPRCS. Finance Services requires these licenses to maintain and operate the EPM system.

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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.

Appendix 5

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Summary

Description of products/services	Amount	Responsible Party
1. Football Helmet & Shoulder Pad Reconditioning	$42,000.00	Loren Hatfield/Chris Asmussen
2. Football Helmets	$50,000.00	Loren Hatfield/Chris Asmussen
3. School, Office Supplies & Furniture	$3,000,000.00	Fabian Armendariz
4. Interactive Flat Panel Phase 4	$790,507.15	Rob Dickson
5. Mobile Device Management	$180,000.00	Rob Dickson
6. User Licenses for Oracle PBSC and ERPCS – Annual	$23,338.00	Rob Dickson/Susan Willis

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.