Contract Committee Review Request MUST BE COMPLETED IN FULL

Date: 4/30/24 Ink's Shaved Ice Contract/Agreement Vendor: Name of Vendor & Contact Person Glen Sykes Inksshavedice.events@outlook.com Vendor Email Address Ink's Shaved Ice for 7th Grade Day on May 9th Describe Contract (Technology, program, consultant-prof Development, etc.) Please use Summary below to fully explain the contract purchase, any titles, and details for the Board of Education to review. **ORMS 7th Grade** Reason/Audience to benefit 5/6/24 500.00 **BOE** Date Amount of agreement Person Submitting Contract/Agreement for Review: Kristin Wylie / Oneta Ridge Middle School PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator Does this Contract/Agreement utilize technology? YES/NO If yes, Technology Admin: NA Leadership Team Member: 893/907 893.2199.682.907.1057.000.530 **Funding Source:** OCAS Coding Fund/Project Oneta Ridge Middle School would like to contract with Ink's Shaved !ce to have snow-cones during 7th Grade Day which will be held on May 9th. Consent The cost will be \$500 and will be paid by ORMS 7th grade activity fund. Action Summary This area must be complete with full explanation of contract

The Contract/Agreement should be received at least 2 weeks prior to a Board Meeting to ensure placement on the Agenda. The Contract Committee meets most Tuesdays at 8:00a.m. All Contracts/Agreements, regardless the amount, must be first approved by the Contract Committee and then presented to the Board of Education for approval and signature. The item will be placed on Electronic School Board for the board agenda by Janet Brown. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.

INVOICE

DATE

04/30/2024

Invoice Name

Oneta Ridge Middle School 6800 E Quincy Pl Broken Arrow, OK 74014 INK'S SHAVED ICE

Ink's Shaved Ice

318 W. Kenosha St Broken Arrow, Ok, 74012 918-261-4896

Email: inks2.0@live.com

INVOICE TO

Hillary Smithee

EVENT

TIME

1:30-3:00

MAY 9TH,2024

QUANTITY

ADDITIONAL FEE

TIME, QUANTITY

PRICE

OUT OF AREA

TRAVEL

7th Grade Reward Party

May 7th

200 people

500.00

N/A

N/A

N/A

Ink's Shaved Ice

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_		
Deposit	i	
Total)===(() ====	500.00
	Annual Company of the second	T 1 10 THE TOTAL TOTAL

^{**} If event day is cancelled deposit is forfeited, if paid in full, up to half of payment is forfeited **

Brown, Janet L

> Glen

Wylie, Kristina M From: Tuesday, April 30, 2024 3:44 PM Sent: Brown, Janet L To: Subject: FW: Inks shaved ice I was trying to highlight this for you so you can see it better but it won't let me. If you have any questions please let me know. ----Original Message----From: Smithee, Hilary hsmithee@baschools.org Sent: Monday, April 29, 2024 3:18 PM To: Wylie, Kristina M <kwylie@baschools.org> Subject: FW: Inks shaved ice ----Original Message----From: Glen Sykes < Inksshavedice.events@outlook.com> Sent: Monday, April 29, 2024 3:09 PM To: Smithee, Hilary hsmithee@baschools.org Subject: Re: Inks shaved ice CAUTION: This email originated from outside of the district. Do not click links or open attachments unless you recognize the sender and know the content is safe. Hi Hilary, that would be fine we can take payment after. We did something like that with another school as well. We are still available for May 9 from 1:30-3pm. All I need is an ok from you to set in stone and we are good 🖨 Sent from my iPhone > On Apr 29, 2024, at 8:06 AM, Smithee, Hilary hsmithee@baschools.org wrote: > Because this is a school event and paid by the school, it can't be paid until services are rendered. Let me know if this is an issue and I will look elsewhere. > ----Original Message----> From: Glen Sykes < Inksshavedice.events@outlook.com> > Sent: Friday, April 26, 2024 6:56 PM > To: Smithee, Hilary hishee@baschools.org> > Subject: Re: Inks shaved ice > CAUTION: This email originated from outside of the district. Do not click links or open attachments unless you recognize the sender and know the content is safe. > Sounds good, we do have this day available to do this event for \$500. All we would need is a 1/2 down

deposit or pay in full your choice, and we will save the time and date. Thanks so much for thinking of us.

Brown, Janet L

Subject: RE: Inks shaved ice

From:	Wylie, Kristina M
Sent:	Tuesday, April 30, 2024 3:32 PM
To:	Brown, Janet L RE: Inks shaved ice
Subject:	RE: INKS Shaved ICe
Yes, they are an approved ve deposit.	ndor (vendor 12290) I will send you the email that says they don't need a
Original Message From: Brown, Janet L <ilbrown 2024="" 30,="" <kwylie@="" april="" ice<="" inks="" kristina="" m="" re:="" sent:="" shaved="" subject:="" td="" to:="" tuesday,="" wylie,=""><td>3:28 PM</td></ilbrown>	3:28 PM
So we can't pay a deposit and	d are they an approved vendor?
JB	
Original Message From: Wylie, Kristina M <kwyl 2024="" 30,="" <jlbrown@k="" april="" brown,="" ice<="" inks="" janet="" l="" re:="" sent:="" shaved="" subject:="" td="" to:="" tuesday,=""><td>3:22 PM</td></kwyl>	3:22 PM
That is what I meant. SORRY questions.	!! It is attached. Please let me know if you see any problems or have any
Thanks, Kristin Wylie	
Original Message From: Brown, Janet L <ilbrown 2024="" 30,="" <kwylie@="" april="" high<="" ice="" importance:="" inks="" kristina="" m="" re:="" sent:="" shaved="" subject:="" td="" to:="" tuesday,="" wylie,=""><td>3:17 PM</td></ilbrown>	3:17 PM
Just have your principal sign t	he contract committee form and not the actual contract.
Are they an approved vendo	r?
JB	
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Subject: FW: Inks shaved ice

We are trying to get a contract with Inks Shave Ice but it seems to be taking a bit. We tried Kona Ice but they never responded. This email thread below won't work for a contract will it?

Thanks,

Kristin Wylie Broken Arrow Public Schools Oneta Ridge Middle School Principal Secretary (918) 259-4360 ex. 2702

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Sent: Monday, April 29, 2024 3:18 PM

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Subject: FW: Inks shaved ice

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Sent from my iPhone

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