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BROKEN ARROW PUBLIC SCHOOLS
Educating Today Leading Tomorrow

Contract Committee Review Request
 MUST BE COMPLETED IN FULL

Date: July 28, 2022

Contract/Agreement Vendor: Enduro Group, LLC, Kevin McWatters
Name of Vendor & Contact Person

kevin@runenduro.com
Vendor Email Address

timing services
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.

Cross Country Program
Reason/Audience to benefit

8/8/22 \$1,629.00
BOE Date Amount of agreement

Person Submitting Contract/Agreement for Review: Darren Melton

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator: *Darren Melton*

Does this Contract/Agreement utilize technology? YES/NO _____
 If yes, Technology Admin: _____

Leadership Team Member: *Stan L. Dumas*

Funding Source: 61/803 61.803.2199.449.814.3330.000.003
Fund/Project OCAS Coding

Consent

Action

Accept and approve the Renewal agreement between Broken Arrow Public Schools and Enduro Group, LLC, to provide Timing Service for the Broken Arrow Varsity Cross Country Home Meet on September 10, 2022. The Athletic activity account will pay no more than \$1,629.00 for the timing system, race packets, and bibs for the Broken Arrow Varsity Cross Country Home Meet on September 10, 2022.

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.

MEMORANDUM

To: Chuck Perry

From: Darren Melton

Date: July 28, 2022

Re: Enduro Group, LLC: Consent Agenda

SUBJECT

Accept and approve the Renewal agreement between Broken Arrow Public Schools and Enduro Group, LLC, to provide Timing Service for the Broken Arrow Varsity Cross Country Home Meet on September 10, 2022. The Athletic activity account will pay no more than \$1,629.00 for the timing system, race packets, and bibs for the Broken Arrow Varsity Cross Country Home Meet on September 10, 2022.

ENCLOSURES/ATTACHMENTS

Agreement

SUMMARY

The agreement between the District and Enduro Group, LLC for the Timing Service for the Broken Arrow Varsity Cross Country Home Meet to be held September 10, 2022.

FUNDING

Fund 61, Project 803

RECOMMENDATION

Approve

ENDURO TIMING SERVICES

PO Box 3049
Shawnee, OK 74802 US
405.613.1213
jane@ruhenduro.com
www.endurotiming.com

Estimate

ADDRESS

ESTIMATE # 1002

DATE 07/28/2022

Broken Arrow Public Schools
Athletic Director
301 W New Orleans
Broken Arrow, OK 74013

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
09/10/2022	Event Supplies Travel	Packets, Bibs, Travel - Broken Arrow High School XC meet - 9/10/2022 Bibs = \$300 Packet Prep (includes pins) = \$84 Travel = \$100	1	684.00	684.00

Jane Matthews
7/28/2022

A final timing invoice will be sent following the event. PLEASE DO NOT PAY FROM THIS ESTIMATE.

TOTAL

\$684.00

Accepted By

Accepted Date

ENDURO TIMING SERVICES

PO Box 3049
Shawnee, OK 74802 US
405.613.1213
jane@runenduro.com
www.endurotiming.com

Estimate

ADDRESS

ESTIMATE # 1001

DATE 07/28/2022

Broken Arrow Public Schools
Athletic Director
301 W New Orleans
Broken Arrow, OK 74013

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
09/10/2022	Timing Service	Timing Service - Broken Arrow High School XC meet - 9/10/2022	1	945.00	945.00

A final timing invoice will be sent following the event. A separate estimate will be sent for travel, bibs, and packets.

Jane M. Watters
1/28/2022

TOTAL

\$945.00

Accepted By

Accepted Date

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
 See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Cara Branson	
2 Business name/disregarded entity name, if different from above Enduro Timing Services LLC	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions. PO Box 3049	Requester's name and address (optional)
6 City, state, and ZIP code Shawnee, OK 74802	
7 List account number(s) here (optional):	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
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or									
Employer identification number									
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8	8	-	3						
4	5	4	1						

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ <i>Cara Branson</i>	Date ▶ 7/28/22
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.