

MEMORANDUM

To: Dr. Janet Vinson

From: Steve Dunn

Date: August 9, 2021

Re: At Your Service Rentals: Consent Agenda

SUBJECT

Accept and approve the NEW agreement between Broken Arrow Public Schools and At Your Service Rentals, providing setup and rental of 6 portable restrooms, to include a handicap restroom, for the BA Cross Country meet to be held September 11, 2021. Total cost to the District is \$525.00 and will be paid by Athletics. S. Dunn

ENCLOSURES/ATTACHMENTS

Agreement

SUMMARY

The agreement between the District and At Your Service Rentals for the set up and rental of six portable restrooms for the BA Cross Country meet.

FUNDING

Fund 61, Project 803

RECOMMENDATION

Approve

BROKEN ARROW PUBLIC SCHOOLS

Educating Today Leading Tomorrow

Contract Committee Review Request

MUST BE COMPLETED IN FULL

Date: 7/26/2021

Contract/Agreement Vendor: At Your Service Rentals

Name of Vendor		
Jim Talley	918-272-0568	
Contact Person		Phone Number
P.O. Box 1676		
Address		
Owasso	OK	74055
City	State	Zip
jim@aysrentals.com		
Email address – if vendor wants the agreement returned via email		

IS THIS A NEW VENDOR? IF SO, PLEASE PROVIDE :

W9 _____

And _____


Vendor Registration

Person Submitting Contract/Agreement for Review: Steve Dunn Athletic Department
Name Site

Reason for Review: (New Agreement, Renewal...): New Agreement

Audience/Group to benefit from Contract/Agreement: Cross Country Program

Routing Approval: PLEASE SEND TO APPROPRIATE LEADERSHIP TEAM MEMBER BEFORE SENDING TO STACIE CHASE

Principal and Director or Administrator:  _____
Signature

Does this Contract/Agreement utilize technology? No Yes

Has it been reviewed by the Chief Technology Officer? No Yes

If yes, Approved by: _____
(Signature) Ben Stout, Chief Technology Officer

Leadership Team (formally Cabinet Member): _____
Signature

Funding Source: Athletics
Description OCAS Coding

- Process: PLEASE FOLLOW ALL STEPS
1. The Contract/Agreement is reviewed and approved by site Principal/ Director/Administrator
 2. If Technology related, the Contract/Agreement is reviewed by Ben Stout, Chief Technology Officer
 3. Prepare Board Agenda Memorandum and attach to Contract/Agreement.
 4. Begin the requisition process and place a comment in the Notes section that says, "Please hold req pending board approval on _____"
Date of Board Meeting
 5. Attach this form with Contract/Agreement and Board Memo
 6. **The appropriate Leadership Team Member will review and submit to the Contract Committee**
 7. Keep copy for your records

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 8:30a.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 Stacie Chase. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.



Broken Arrow Athletics - 2021 XC Meets

Kelly Childress
kchildress@baschools.org
918-259-4700

Delivery Date: Friday, September 10, 2021
Pick Up Date: Monday, September 13, 2021

	<u>Quantity</u>	<u>Price</u>	<u>Total</u>
Portable Restroom	5	\$ 60.00	\$ 300.00
Handicap Restroom	1	\$ 125.00	\$ 125.00
Service of Units		\$ -	\$ -
Hand Wash Station		\$ -	\$ -
Delivery	1	\$ 100.00	\$ 100.00
<hr/>			
Total Event Price			\$ 525.00