

# BROKEN ARROW PUBLIC SCHOOLS

Educating Today Leading Tomorrow

Contract Committee Review Request  
MUST BE COMPLETED IN FULL

Date: 7/21/2021

Contract/Agreement Vendor: Imperial, LLC  
Name of Vendor  
Michael Borth 918-260-6996  
Contact Person Phone Number  
2020 N. Mingo Rd.  
Address  
Tulsa OK 74116  
City State Zip  
 Email address \_\_\_\_\_  
2021-2022  
Date of services

IS THIS A NEW VENDOR? IF SO, PLEASE PROVIDE :  
 W9 \_\_\_\_\_  
 And \_\_\_\_\_  
 Vendor Registration \_\_\_\_\_

Person Submitting Contract/Agreement for Review: N. Eneff ESC  
Name Site

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

Audience/Group to benefit from Contract/Agreement: \_\_\_\_\_

**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 Member: Natalie & Gull  
Signature

Funding Source: 930  
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 8/9/21"  
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.*

## MEMORANDUM

To: Dr. Janet Vinson

From: Natalie Eneff

Date: August 9, 2021

Re: New Addendum A – Imperial Coffee

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### **SUBJECT**

Accept and approve the New Addendum A to the contract between Broken Arrow Public Schools and Imperial Vending, LLC, providing coffee equipment services to the Broken Arrow High School Café and Vanguard Academy locations. N. Eneff

### **ENCLOSURES/ATTACHMENTS**

New Addendum A

### **SUMMARY**

The last New Addendum A was approved by the Board on September 9, 2019 to include coffee equipment services to Park Lane ECC, Oliver MS, Transportation, ESC, PAC, and Athletics. This New Addendum A, will include the High School Café and the Vanguard Academy locations.

The Board last approved a renewal contract with Imperial Vending at the June 24, 2019 regular BOE meeting.

### **FUND**

Activity Funds

### **RECOMMENDATION**

Approve



**IMPERIAL**  
VENDING \* FOODSERVICE \* COFFEE

**40<sup>TH</sup>**  
ANNIVERSARY

## **ADDENDUM A**

Imperial, LLC is an Oklahoma-based company that provides coffee, vending, market and food services in 5 states. Please note that coffee services for several Broken Arrow Public School locations are provided and include:

**\*Provided Equipment**

**\*Selected Services For Provided Equipment - Cleaning**

**\*Emergency Services For Provided Equipment**

**\*Product provision as needed by each location**

### **LOCATIONS WITH PROVIDED EQUIPMENT:**

**BA Oliver Middle School – (1-8572 Automatic Coffee Maker; 1-Water Filtration \$25/month)**

**BA Transportation – (2-8572 Automatic Coffee Makers)**

**BA ED Services – (2-8572 Automatic Coffee Makers)**

**BA Athletic Complex – (1-Curtis 3 Burner;1-Satellite Brewer)**

**BA Park Lane Early Childhood Center – (1-8572 Automatic Coffee Maker)**

**BA PAC – (4-Curtis 3 Burner Coffee Brewer;1-8572 Automatic Coffee Maker)**

**BA High School Café – (2-Newco Bistro Specialty Drink Units)**

**BA Vanguard (1-Newco Bistro Specialty Drink Unit)**

**Please note that any location can take advantage of free equipment and all available service upon request.**

**Coffee Division Contact: Michael Borth: 918-260-6996 or 918-437-1300**