

Contract Committee Review Request
 MUST BE COMPLETED IN FULL

Date: July 29, 2021

Contract/Agreement Vendor: Natural Evolution, Inc.

Name of Vendor		
Traci Phillips	918-836-2995	
Contact Person		
Phone Number		
5701 E. 13th Street		
Address		
Tulsa	OK	74112
City	State	Zip
traci.phillips@naturalevolution.com		
Email address		
08/10/2021		
Date of services		

IS THIS A NEW VENDOR? IF SO, PLEASE PROVIDE :
W9 _____
And _____

Vendor Registration

Person Submitting Contract/Agreement for Review: Ali Shehada COM - 030
Name Site

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

Audience/Group to benefit from Contract/Agreement: Districtwide

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) Technology /Approval

Leadership Team Member: _____
Signature

Funding Source: N/A
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 and approved Technology.
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: Ashley Bowser

Date: August 9, 2021

Re: Natural Evolution – Declare Surplus

SUBJECT

Accept and approve the request to declare desktops, laptops, iPads, monitors and miscellaneous computer items, Technology property of BAPS as obsolete and/or no longer economically feasible to maintain for use in the District and to dispose of property in accordance with school district regulations. The Technology Department will utilize Natural Evolution, Inc., to dispose of the property listed. There is no cost to the District. A. Bowser

ENCLOSURES/ATTACHMENTS

Discard Summary Report

SUMMARY

Under provisions of Oklahoma Statute, Title 70, Section 5-117, the Board of Education has the authority to dispose of worn, obsolete materials and property of the school district which are no longer needed by the District.

FUNDING

Not Applicable

RECOMMENDATION

Approve

Last Updated 7/22/21

TOTAL SUMMARY REPORT	
Description	Quantity
TVs - CRT	0
Monitors - LCD	355
Monitors -CRT	13
Projectors	0
Laptops	391
Desktop	368
iPad/Tablets	0
Network Equipment	415
UPS	3
Miscellaneous	12
Small Printers	0
Large Printers (MFD/MFP)	38
Total Items	1595

SUMMARY REPORT

Pallet/Box Number	Quantities													
	TVs - CRT	Monitors - LCD	Monitors - CRT	Projectors	Laptops	Desktop	IPad/Tablets	Network Equip.	UPS	Miscellaneous	Small Printers	Large Printers		
MFFs	-	-	-	-	-	-	-	-	-	-	-	-	38	
Box A	-	-	-	-	113	-	-	-	-	-	-	-	-	
Box B	-	26	-	-	-	-	-	-	-	-	-	-	-	
Box C	-	21	-	-	-	-	-	-	-	-	-	-	-	
Pallet 1	-	-	-	-	-	37	-	-	-	-	-	-	-	
Pallet 2	-	-	-	-	-	38	-	-	-	-	-	-	-	
Pallet 3	-	-	-	-	-	37	-	-	-	-	-	-	-	
Pallet 4	-	-	-	-	-	36	-	-	-	-	-	-	-	
Pallet 5	-	-	-	-	-	36	-	-	-	-	-	-	-	
Pallet 6	-	-	-	-	-	36	-	-	-	-	-	-	-	
Pallet 7	-	-	-	-	-	54	-	-	-	-	-	-	-	
Pallet 8	-	34	10	-	-	-	-	-	-	-	-	-	-	
Pallet 9	-	5	-	-	-	35	-	-	-	-	-	-	-	
Pallet 10	-	-	-	-	-	41	-	-	-	-	-	-	-	
Pallet 11	-	32	-	-	-	18	-	-	-	-	-	-	-	
Pallet 12	-	17	3	-	90	-	-	-	1	-	-	-	-	
Pallet 13	-	20	-	-	188	-	-	-	2	-	-	-	-	
Pallet 14	-	35	-	-	-	-	-	72	-	-	-	-	-	
Pallet 15	-	19	-	-	-	-	-	343	-	-	-	-	-	
Pallet 16	-	58	-	-	-	-	-	-	-	-	-	-	-	
Pallet 17	-	88	-	-	-	-	-	-	-	-	-	-	-	
Pallet 18	-	-	-	-	-	-	-	-	-	12	-	-	-	