



**Contract Committee Review Request**  
**MUST BE COMPLETED IN FULL**

Date: 4/30/2025

Contract/Agreement Vendor:   
Name of Vendor & Contact Person  
  
Vendor Email Address  
  
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.*  
  
Reason/Audience to benefit  
   
BOE Date Amount of agreement

Person Submitting Contract/Agreement for Review:

**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:

Cabinet Team Member:

Funding Source:    
Fund/Project OCAS Coding

☒ **Consent**

☐ **Action**

Accept and approve amendment #1 for the Broken Arrow High School Locker Room Refresh. The amendment is for adding four (4) additional conqueror lockers to the original contract approved on April 14, 2025. M. Leitch

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: Mr. Chuck Perry

From: Mr. Mike Leitch

Date: May 12, 2025

Re: Broken Arrow Varsity Locker Room Refresh – Locker Amendment #1

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### **SUBJECT**

Accept and approve amendment #1 for the Broken Arrow High School Locker Room Refresh. The amendment is for adding four (4) additional conqueror lockers to the original contract approved on April 14, 2025. M. Leitch

### **SUMMARY**

Amendment #1 will increase the total project cost by \$4,590.00. The total cost to the district will be \$153,765.00.

### **FUNDING**

Bond Funds

### **RECOMMENDATION**

Approve



# LONGHORN LOCKER COMPANY, LLC

PO BOX 375, VENUS, TX 76084  
OFFICE (972)223-2023 ~ FAX (972)-223-1008  
ZACKARY@LONGHORNLOCKERS.COM

TO: BROKEN ARROW SCHOOLS  
ATTN: MICHAEL LEITCH  
FROM: ZACKARY HERRING

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## CHANGE ORDER REQUEST #1

DATE: 4/24/25

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ORIGINAL CONTRACT PRICE:	\$149,175.00
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CHANGE ORDER: ADD 4 CONQUEROR LOCKERS 24x24x72	\$4,590.00
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TOTAL COST OF CHANGES THIS C.O.:	\$4,590.00
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NEW TOTAL CONTRACT AMOUNT:	\$153,765.00
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LONGHORN LOCKER COMPANY LLC

Subcontractor

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Name, Title

\_\_\_\_\_  
Date

RESPECTFULLY SUBMITTED BY:

**ZACKARY HERRING**  
**PROJECT MANAGER**

No tax or bond included in above pricing.