

BROKEN ARROW PUBLIC SCHOOLS

Educating Today  *Leading Tomorrow*

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 06-25-21

Contract/Agreement Vendor: Party All Stars

Name of Vendor
Randy Lundy

Contact Person Phone Number

8303 S Jamestown Ave

Address

Tulsa, OK 74137

City State Zip

partyallstars@gmail.com

Email address

2021-22 school year

Date of services

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

W9 _____

And

Vendor Registration

Person Submitting Contract/Agreement for Review: Christian Welborn 720

Name Site

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

Audience/Group to benefit from Contract/Agreement: BAFA and BAHS students

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

Principal and Director or Administrator: Christian Welborn

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: site activity funds

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 7-19-21"
 - 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: Christian Welborn

Date: July 19, 2021

Re: Party AllStars

SUBJECT

Discussion, motion and vote on motion to approve or disapprove the agreement between Party AllStars and Broken Arrow Public Schools for DJ and sound services up to \$9295.00 for the 2021-22 school year. C. Welborn

ENCLOSURE/ATTACHMENTS

Contract to follow

SUMMARY

Party AllStars will provide DJ and sound services at BAFA and BAHS events during the 2021-22 school year.

FUNDING

Site Activity Funds

RECOMMENDATION

Approve

Quote

Party AllStars
 8303 S Jamestown Ave
 Tulsa, OK 74137
 918.398.0647
 Randy@PartyAllStarsDJ.com

To
 B.A. High School
 1901 East Albany,
 Broken Arrow,
 OK 74012

Event	Event Dates	(EIN)Tax ID#	Due Date
BA 2021 -2022 Events	Dates Listed Below (all dates and setups/packages subject to change)	27-4561169	Net 30 Days

Package Details	#	Est. Total
BA 2021 - 2022 Events: DJs with Custom Sound and Lighting Packages		9295
Total for All BAFA and BAHS events included (but not limited to events listed below): All Events not to Exceed \$9295 in total.		
Home Football Games: 7pm - 10/1, 10/14, 10/22, 11/5, 11/12		
Homecoming Dance: 7:30pm - 10/9 (2 -Custom Setups)		
Sadle Hawkins: 7pm - 2/5 (Custom Setup)		
Gym Night: 2/21		
Fall Pep Assembly: 9/10		
Spring Pep Assembly:- Date & Times; TBD		
Spring Fest: Date & Times; TBD		
BAFA Events/Dances: Date & Times; TBD		
Total Fee		9295
Retainer		0
Total (not to exceed)		9295



Quotation prepared by: Randy Lundy

This is a quotation on the services named above, all dates, times and packages subject to change per Broken Arrow: All changes must be agreed upon by Broken Arrow and Party AllStars.

(This quote includes all listed above. Quote includes all staff, cables, software, fasteners, set up, operation and tear down on date and items listed above)

Randy Lundy Randy Lundy

Thank you for your business

Steve Allen - BOE President 7/19/2021