

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: April 22, 2024

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: *Dana deFreese*

Does this Contract/Agreement utilize technology? YES/NO YES NO
 If yes, Technology Admin: _____

Leadership Team Member:

Funding Source:
Fund/Project OCAS Coding

Consent

Action

PLECC would like to purchase school t-shirts from Emblazon Printing for the purpose of resale to students, parents/guardians and staff members. This will be a fundraiser benefiting the Staff Activity Fund 938. Cost to PLECC will be determined based on the orders placed ranging from \$10 to \$16 each. 2024-2025 School year

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.



April 22, 2024

Emblazon Printing Specialties

3357 S Elm Pl

Broken Arrow, OK 74012

www.emblazonprinting.com

Attention: Park Lane ECC, 7700 S Shelby Lane, Broken Arrow, OK 74014

Emblazon is quoting printed apparel for Park Lane ECC for the 2024-2025 School Year.

Quote for: Gildan Softstyle short sleeve tees, in youth and adult sizes

Design Being: Full color digital print on front chest for both projects

Staff Tees (webstore ordering)

Adult S - Adult XL: \$13.50/ea

Adult 2XL: \$15.50/ea

Adult 3XL: \$16.00/ea

Schoolwide PLECC Tees (bulk order + offering webstore ordering)

Youth S - Adult XL: \$10.00/ea

Adult 2XL: \$12.00/ea

Adult 3XL: \$12.50/ea

Online ordering is an option provided by Emblazon Printing Specialties. If applicable, a coordinator's link will be provided so site coordinators can see who has placed an order and items purchased, along with the running fundraising total, while the site is live.

Turn around time is typically two weeks, however there are certain periods where a longer turnaround time might be needed based on current workload.

Brown, Janet L

From: CaldwellShultz, Rhonda
Sent: Monday, April 22, 2024 2:31 PM
To: Brown, Janet L
Subject: RE: NEW CONTRACT REVIEW REQUEST FOR PARK LANE ECC

Yes 2024 and 2025. Thanks, I guess I should have put that in the description. Sorry!

From: Brown, Janet L <jlbrown@baschools.org>
Sent: Monday, April 22, 2024 2:29 PM
To: CaldwellShultz, Rhonda <rcaldwellshultz@baschools.org>
Subject: RE: NEW CONTRACT REVIEW REQUEST FOR PARK LANE ECC

Is this for the 2024-2025 year? There is no date on the contract committee form?

Janet

From: CaldwellShultz, Rhonda <rcaldwellshultz@baschools.org>
Sent: Monday, April 22, 2024 2:26 PM
To: Brown, Janet L <jlbrown@baschools.org>
Subject: NEW CONTRACT REVIEW REQUEST FOR PARK LANE ECC
Importance: High

Janet, here is the new contract form for Park Lane and Emblazon printing.
Please let me know if you need anything else.

Thank you,

Rhonda L Caldwell-Shultz
Park Lane ECC
7700 S Shelby Lane
Broken Arrow, OK 74014
918 806-8665
rcaldwellshultz@baschools.org