

# BROKEN ARROW PUBLIC SCHOOLS

Educating Today Leading Tomorrow

Contract Committee Review Request  
MUST BE COMPLETED IN FULL

Date: 12/1/2021

Contract/Agreement Vendor: Party AllStars

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

**Vendor Registration \_\_\_\_\_**

*January 10th, 2022*

Name of Vendor		
<u>Randy Lundy</u>	<u>918-398-0647</u>	
Contact Person		
<u>8303 S Jamestown Ave</u>		
Address		
<u>Tulsa</u>	<u>OK</u>	<u>74137</u>
City	State	Zip
<u>Randy@PartyAllStarsDJ.com</u>		
Email address – if vendor wants the agreement returned via email		

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: BAHS and BAFA Students

**Routing Approval: PLEASE SEND TO APPROPRIATE LEADERSHIP TEAM MEMBER BEFORE SENDING TO Karen Steitz**

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) Ben Stout, Chief Technology Officer

Leadership Team (formally Cabinet Member): Chuck Perry  
Signature

Funding Source: \_\_\_\_\_  
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 December 6, 2021 "  
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 Karen Steitz. 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: December 6, 2021

Re: Party AllStars

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### SUBJECT

Discussion, motion and vote on motion to approve or disapprove the agreement between Party AllStars and Broken Arrow Public Schools to serve as DJ with Custom Sound and Lighting for 2022 second semester/spring events at a rate not to exceed \$9260. C. Welborn

### ENCLOSURE/ATTACHMENTS

Agreement

### SUMMARY

Party AllStars will provide DJ, sound, and lighting for second semester/spring events 2022.

### FUNDING

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
BAHS/BAFA Spring 2022 Events	Dates Listed Below (all dates and setups/packages subject to change)	27-4561169	Net 30 Days

Package Details	#	Est.Total
BAHS/BAFA Spring 2022 Events: DJs with Custom Sound and Lighting Packages		
Total for All Spring BAHS / BAFA events included (but not limited to events listed below): All Events not to Exceed \$9260 in total.		\$9260
Sadie Hawkins Dance (Large Setup w/ UV Blacklights)		
Gym Night		
Spring Pep Assembly (pending)		
Spring Fest		
Prom		
Project Graduation		
Spring Fundraiser Event		
BAFA Freshman Formal		

<b>Total Fee</b>	\$9260
<b>Retainer</b>	0
<b>Total (not to exceed)</b>	\$9260



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