

Contract Committee Review Request
 MUST BE COMPLETED IN FULL

Date: July 19, 2021

Contract/Agreement Vendor: Manheim Tulsa

Name of Vendor			
<u>Ted Holt</u>		<u>(918) 850-3046</u>	
Contact Person		Phone Number	
<u>9101 N Frankoma Rd</u>			
Address			
<u>Sapulpa</u>	<u>OK</u>	<u>74066</u>	
City	State	Zip	
<u>ted.holt@coxautoinc.com</u>			
Email address			
<u>TBA</u>			
Date of services			

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

Person Submitting Contract/Agreement for Review: Larry Shackelford COM
Name Site

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

Audience/Group to benefit from Contract/Agreement: Maintenance and Transportation

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	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>
Has it been reviewed by the Chief Technology Officer?	No	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>

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 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: Larry Shackelford

Date: July 19, 2021

Re: Auction Surplus Vehicles with Manheim Tulsa

SUBJECT

Discussion, motion and vote on motion to approve or disapprove utilizing Manheim Tulsa to auction vehicles that were declared surplus in the Board meeting June 28, 2021. Manheim will charge \$75.00 to tow vehicles that aren't drivable and \$150.00 per vehicle to auction it. Payment will be deducted from proceeds of auction. L. Shackelford

SUMMARY

Proceed with auction of surplus vehicle.

FUNDING

N/A

RECOMMENDATION

Approve

Manheim Local Fee Agreement

Broken Arrow Public Schools

#4999515

Sale Fee \$150 Per Vehicle
(sell fee will be removed from proceeds after sale)

Transportation \$0 Drivable Units (paid by Manheim Tulsa)
\$75 Inop Units - Tow Fee
(tow fee will be removed from proceeds after sale)

Seller Contact Info:

Larry Shackelford

918.844.9225

lshackelford@baschools.org

Manheim Tulsa Representative:

Ted Holt, GM

918.850.3046

ted.holt@coxautoinc.com

James Hogan, Commercial Manager

918.520.2303

james.hogan@coxautoinc.com

Manheim Account Representative:

Kim Leeper

214.384.9361

kimberly.leeper@coxautoinc.com

Seller: _____ Date: _____

Location GM: *Ted Holt* Date: *7-6-21*