

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date:

Contract/Agreement Vendor: **Catering By Orr / Josie Walden**
Name of Vendor & Contact Person
ornalp@justcateringbyorr.com
Vendor Email Address
Catering for Varsity Club events & ESC
Holiday events

Summary

Attendees at Varsity Club events, ESC staff
Reason/Audience to benefit

9-13-2021
BOE Date

\$15-\$18 per person
Amount of agreement

Person Submitting Contract/Agreement for Review: Kim Vento

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator: 

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

Leadership Team Member: Chuck Perry

Funding Source: Admin Activity 987 60-987-2340-682-900-0000-000-015
Fund/Project OCAS Coding

Consent Item: Accept and approve the NEW/RENEWAL agreement between Broken Arrow Public Schools and the vendor listed above. (ie. New fiscal year &/or Renewal services)

Action Item: Discussion, motion and vote on motion to approve or disapprove the NEW agreement between Broken Arrow Public Schools and the vendor listed above. (ie. Purchase over \$50,000 &/or new service)

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.

Just Catering by Orr Catering Agreement

Just Catering by Orr (Josie Walden)
 6125 S. Sheridan Rd.
 Suite H
 Tulsa, OK 74133
 918-523-9500
ornnalp@justcateringbyorr.com

CATERING SERVICES PERFORMED FOR:	Broken Arrow Public Schools
COMPENSATION:	\$15-\$18 per person based upon menu choice & number of guests. Payment will be made to Josie Walden within 30 days of receipt of invoice after the scheduled event
SERVICES:	Varsity Club Events & ESC Holiday Events
DATES OF SERVICE:	October 14, 2021, October 22, 2021, and November 5, 2021 TBD: Potential Playoff game(s) and Holiday Events at the ESC

Scope of Work

Contracted Services will be provided by Just Catering by Orr, owned by Josie Walden, as a caterer for Broken Arrow Public Schools. Services will be provided on October 14, 2021, October 22, 2021, and November 5, 2021. Just Catering by Orr, owned by Josie Walden, may also be contracted for playoff games (tentatively, November 12) and holiday events which the dates haven't yet been determined. Should a game/event get postponed due to inclement weather or unforeseeable circumstances then the Consultant and Host (Broken Arrow Public Schools) will discuss other dates as needed. Consultant will notify Host immediately with any circumstances or event that will prevent Consultant from performing under this agreement.

Termination: This agreement shall be in effect from the date of signatures by Josie Walden and Broken Arrow Public Schools. The agreement may be terminated by either party giving at least 15 days advance notice.

 Josie Walden

 DATE

 Steve Allen, BOE President

 DATE