

BROKEN ARROW PUBLIC SCHOOLS

Educating Today Leading Tomorrow

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 30 Nov 2021

Contract/Agreement Vendor: Jersey Mike's Subs

| | | |
|------------------------------------|---------------------|--------------|
| Name of Vendor | | |
| <u>Bob Sanders</u> | <u>580-491-3255</u> | |
| Contact Person | | Phone Number |
| <u>854 E Hillside Dr</u> | | |
| Address | | |
| <u>Broken Arrow</u> | <u>OK</u> | <u>74012</u> |
| City | State | Zip |
| <u>jerseymikes.bobby@gmail.com</u> | | |
| Email address | | |
| <u>8 Jan 2022</u> | | |
| Date of services | | |

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

Person Submitting Contract/Agreement for Review: Walter Gagajewski BAHS
Name Site

Reason for Review: (New Agreement, Renewal...): Renewal for this 2021-2022 school year.

Audience/Group to benefit from Contract/Agreement: JROTC

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: _____
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 _____"
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: To Whom It May Concern

From: BAHS JROTC/SASI

Date: 30 November 2021

Re: JROTC Contract with Jersey Mike's Subs for Sandwiches

SUBJECT

Discussion, motion and vote on to approve or disapprove a NEW contract between Jersey Mike's Subs and Broken Arrow Public Schools for JROTC.

ENCLOSURES/ATTACHMENTS

Contract agreement

SUMMARY

Jersey Mike's Subs will provide Ham or Turkey sandwiches with cheese and chips for \$5.00 each to Broken Arrow High School JROTC for our drill competition on 8 January 2022. Total cost for services will be determined during the 1st week in January based on the number of schools and cadets attending the drill competition.

FUNDING

JROTC Activity Account

RECOMMENDATION

Approve



Catering Order Pricing

Group: Broken Arrow HS AFJROTC

Event: JROTC Drill Competition

Group Size: 200+

To whom it may concern,

Below are the catering pricing options for the event taking place on January 8th, 2022. In addition to this, Jersey Mike's Subs would gladly donate half of the water bottles for these meals.

| Option | Price |
|--|-------------------|
| Plain Subs (Turkey/Cheese and/or Ham/Cheese) | \$4.75 per person |
| Plain Subs w/ Chips | \$5.00 per person |
| Turkey/Cheese & Ham/Cheese Subs w/ Chips & Veggies | \$6.25 per person |

Feel free to reach out if there are any questions.

Thanks,

Hayden Martin
General Manager