

BROKEN ARROW PUBLIC SCHOOLS

Educating Today

Leading Tomorrow



Contract Committee Review Request

MUST BE COMPLETED IN FULL

Date: 5/2/2022

Contract/Agreement Vendor: Palen Music Center

Name of Vendor & Contact Person

jlawless@palenmusic.com

Vendor Email Address

Instrument Repair Services 2023, Broken Arrow Bands

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.

BA Bands

Reason/Audience to benefit

5/9/2022

BOE Date

\$ 24,000.00

Amount of agreement

Person Submitting Contract/Agreement for Review: Darrin Davis, Director of Bands

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator: Dr. Richard Dale, Director of Fine Arts

Does this Contract/Agreement utilize technology? YES/NO

If yes, Technology Admin: no

Leadership Team Member: Steve Dunn

Funding Source: 11-039

Fund/Project

11-039-1000-439-100-3000-000-720

OCAS Coding

Consent

Action

Quote for instrument repairs, \$24,000.00. Paid quarterly fiscal 23. July 1, 2022 through June 30, 2023, renewable up to 4 years at a 3% annual increase. Possibility of small quantities of bulk marching band and summer repair sent to OKC or Springdale, AR repair facilities.

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.



BROKEN ARROW PUBLIC SCHOOLS

EST. 1904

MEMORANDUM

To: Steve Dunn
From: Dr. Richard Dale, Director of Fine Arts
Date: 5/2/2022
Re: Instrument Repairs Quote – Palen Music Center

SUBJECT

Accept and approve Instrument Repairs Quote from Palen Music Center for band instrument repairs 2022-2023. – R. Dale

ENCLOSURE/ATTACHMENTS

Quote dated April 15, 2022

SUMMARY

Band Instrument Maintenance & Repair quote for Broken Arrow Public Schools. \$24,000, July 1, 2022 through June 30, 2023, paid quarterly. Renewable up to 4 years at 3% annual increase. Possibility of small quantities of bulk marching band and summer repair sent to Oklahoma City or Springdale, AR repair facilities.

FUNDING

General Fund 11

RECOMMENDATION

Approve



PALEN MUSIC CENTER

929 N. Elm Place
Broken Arrow, OK 74012
www.palenmusic.com

Band Instrument Maintenance & Repair quote for Broken Arrow Public Schools

\$24,000 – July 1, 2022 thru June 30, 2023

Renewable up to 4 years at a 3% annual increase

Possibility of small quantities of bulk marching band and summer repair sent to our Oklahoma City or Springdale, AR repair facilities

Submitted by:

Jeff Lawless, manager Palen Music Center Broken Arrow

April 15, 2022