

**Contract Committee Review Request**  
**MUST BE COMPLETED IN FULL**

Date: 6-25-24

Contract/Agreement Vendor: **At Your Service**  
 Name of Vendor & Contact Person  
**Jim Talley jim@aysrentals.com**  
 Vendor Email Address

**At Your Service Rentals will provide portable restrooms for Aloha Bash**

Summary  
**BAHS Students**  
 Reason/Audience to benefit  
**07-15-2024** **\$895**  
 BOE Date Amount of agreement

Person Submitting Contract/Agreement for Review: Christian Welborn

**PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK**

Principal &/or Director or Administrator: \_\_\_\_\_

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

Leadership Team Member: Shirley L. Deane

Funding Source: 62-934 62-934  
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.***

## MEMORANDUM

To: Mr. Chuck Perry

From: Christian Welborn

Date: July 15, 2024

Re: At Your Service Rentals

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### **SUBJECT**

Accept and approve the agreement between Broken Arrow Public Schools and At Your Service Rentals to provide portable restrooms for Aloha Bash. Cost to the district is \$895 and will be paid with site activity funds.

### **ENCLOSURE/ATTACHMENTS**

Agreement

### **SUMMARY**

At Your Service will provide portable restrooms at Aloha Bash.

### **FUNDING**

Site Activity Funds

### **RECOMMENDATION**

Approve



# ESTIMATE

THIS IS NOT AN INVOICE

At Your Service  
 PO Box 1676  
 Owasso, OK 74055  
 Tel: (918) 272-0568

Estimate Date: **6/24/2024**

BA Public Schools  
 701 S Main Street  
 Broken Arrow, OK 74012

Christian Welborn  
 918-259-8571  
 cwelborn@bashools.org

Date	Rental Term	Charge Code/Description	Unit Rate	Quantity	Amount
		<b>Aloha Bash 2023</b> <b>1901 E Albany</b> <b>Broken Arrow, OK 74012</b>			
8/19/2024	Event	Portable Restroom	\$ 90.00	5	\$ 450.00
	Event	Handicapped Restroom	\$ 155.00	1	\$ 155.00
	Event	Handwash Station	\$ 165.00	1	\$ 165.00
		-	-	0	\$ -
				<b>Subtotal (excl. tax)</b>	<b>\$ 770.00</b>
				<b>Delivery/Set Up Fee</b>	<b>\$ 125.00</b>
				<b>Total</b>	<b>\$ 895.00</b>

This estimate is for budgeting purposes only. Upon execution of a signed agreement, AYS will generate a formal invoice for payment. Payment must be made in FULL prior to mobilization.

PLEASE SIGN HERE AS ACCEPTANCE OF ORDER: \_\_\_\_\_  
 Customer Signature Date

***This estimate is valid for 14 days beyond the "Estimate Date"***