

BROKEN ARROW  PUBLIC SCHOOLS  
Educating Today *Leading Tomorrow*

Contract Committee Review Request  
MUST BE COMPLETED IN FULL

Date: 8/20/2021

Contract/Agreement Vendor: ACCO Brands  
Name of Vendor & Contact Person  
Richard Harvey  
Vendor Email Address  
Richard.harvey@acco.com

Summary

Year agreement to service laminator  
Reason/Audience to benefit

BOE Date \$565.00  
Amount of agreement

Person Submitting Contract/Agreement for Review: Bridget Powell, Principal

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator: Bridget Powell, Principal 

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

Leadership Team Member: Karla Doyz

Funding Source: 001 001-1000-436-100-1050-000-205  
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.*



**ACCO Brands**  
 Four Corporate Drive  
 Lake Zurich, IL 60047  
 Toll Free 800-723-4000  
[richard.harvey@acco.com](mailto:richard.harvey@acco.com)

**EQUIPMENT MAINTENANCE AGREEMENT (the "AGREEMENT")**

Model Number and Description (the "Equipment")	Serial Number	Effective Date	Coverage Type	Zone	Total Charge
<b>Bundle EMA Ultima 65-2 Grey</b>	<b>TH1722800054</b>	<b>TBD</b>	<b>3 Point</b>		
<b>EMA plus 6 Roll of EZ Load Film</b>					
<b>Item 1880209</b>					<b>565.00</b>

This Agreement, payable in advance, shall be in effect for 1 year (        ) months starting TBD and ending TBD at which time it will be automatically renewed for successive        (        ) month periods

**See reverse side for additional terms and conditions of this Agreement.**

REMARKS:

EMA BUNDLE INCLUDING 6 ROLLS OF NAPLAM 1 FILM dnewman@baschools.org

**CUSTOMER INFORMATION**

Customer Name Aspen Creek Elementary

Address 2800 W Florence St.

City Broken Arrow State OK Zip 74011

Insurance Requirements Attached?     Yes (See number 13 of Terms and Conditions on reverse side.)

Authorized Signature \_\_\_\_\_ Phone 918-698-0154

Print Name Debby Newman **ACCO Brands USA LLC ("GBC")**

Title \_\_\_\_\_ Approved and Accepted: 8/19 2021

Purchase Order No. \_\_\_\_\_ By: Richard Harvey TR 2170 209-409-2681

**Richard.harvey@acco.com**