

**BROKEN ARROW PUBLIC SCHOOLS**  
*Educating Today*  *Leading Tomorrow*

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

Date: 5/8/24

Contract/Agreement Vendor:   
Name of Vendor & Contact Person

Vendor Email Address

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.

Reason/Audience to benefit

BOE Date Amount of agreement

Person Submitting Contract/Agreement for Review:

**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:

Cabinet Team Member:  *Natalie E. Eneff*

Funding Source:    
Fund/Project OCAS Coding

**Consent**

**Action**

Accept and approve the RENEWAL agreement between Broken Arrow Public Schools and Imperial, LLC., for coffee equipment services to multiple sites throughout the district. Pricing is based on usage and will be paid using Activity Funds.

**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.*



## ADDENDUM A

Imperial, LLC provides coffee services for several Broken Arrow Public School locations that include:

- Provided equipment
- Selected services for provided equipment – cleaning
- Emergency services for provided equipment
- Product provision as needed by each location

### LOCATIONS WITH PROVIDED EQUIPMENT:

BA Oliver Middle School – (1-8572 Automatic Coffee Maker)

BA Transportation – (2-8572 Automatic Coffee Makers; 1-Curtis 3 Burner)

BA Athletic Complex – (1-Curtis 3 Burner)

BA PAC – (4-Curtis 3 Burner Coffee Brewer; 1-8572 Automatic Coffee Maker)

BA High School Café – (2-Newco Bistro Specialty Drink Units)

BA Vanguard – (1-Newco Bistro Specialty Drink Unit)

BA – Plant Operations – (1-Curtis 3 Burner)

Please note that any location can take advantage of free equipment and all available service upon request.

Coffee Division Contact: Mike Blair, 918-437-1300