



Platte County R3 School District Purchasing Documentation Form



Instructions: Complete this form for all Small Purchases (\$10,000-\$50,000) and upload as an attachment in SisFin when generating a purchase order. Sealed bids or proposals will be used for any purchase in excess of \$50,000 unless noncompetitive purchasing is allowed by law, BOE policy DJF and/or DJF-AP1. You must obtain bids, quotes, or offers from a minimum of 3 provides or note otherwise. If this is sole source purchase, complete the section with detail on page 2.

Type of product or services (attach bid specifications to this report if applicable):

Tilting Skillet Brasing Pan, Gas

Date of Purchase: Monday, October 7, 2024 **Location/Department:** NCC

Method of Advertisement (attach copies of notice) - Put "X" in areas used

Newspaper or Posted Notice Providers e-mailed (from list) or other electronic method
 District Webpage Direct contact with Providers

Correspondence Concerning the Purchase

All written correspondence concerning this purchase is attached to this report or is otherwise being maintained in accordance with procedure [DJF-AP1](#).

Purchasing Situation/Needs - Put an "X" in the correct box

Purchase over \$5000 but under \$10,000 (recommended to contact a minimum of three providers and document)
 Purchase of \$10,000 or more, but less than \$50,000 (three competitive quotes)
 Purchase of \$50,000 or more (sealed bids)
 Request for Proposal (RFP) Process used and advertised

Single/Sole Source or Unique Circumstance (Place "X" for all that apply)

- One of a Kind Compatibility – No competitive alternative available
- Compatibility - Matches an existing brand and is only available from one vendor
- Replacement Part - A critical part needed for specific district owned equipment
- District Standard - Complies with an established standard and available from only one supplier

Provide additional details below:

Cooperative Purchasing (List the name of the cooperative & contract #):

Real Estate Broker or Real Estate Services

Emergency Purchase - **Provide additional details below**

Providers responding to Solicitation of Quotes/Bids (attach quotes/bid to this form)

| | Date | Vendor | Written, Online or Verbal | Contact Person | Phone | Total \$ Amount Quoted |
|---|-----------|-------------------------|---------------------------|------------------|--------------|------------------------|
| 1 | 9/13/2024 | US Foods | Written | Jenny Fazzino | 785-233-7100 | \$23,130.90 |
| 2 | 8/28/2024 | Index Restaurant Supply | Written | Chandler Farmer | 816-842-9122 | \$20,150.00 |
| 3 | 8/27/2024 | Tri Mark | Written | Michael Williams | 913-998-7537 | \$21,824.83 |
| 4 | 8/26/2024 | Boelter | Written | Mike Klosterman | 314-682-0446 | \$19,876.19 |

Purchasing Decisions

Was the provider with the lowest cost selected? **No** Provider Selected: **US Foods**


If provider selected was not the low bidder, explain why the provider was selected:

We are purchasing the more expensive tilt skillet because of safety concerns with the other tilt skillets that we had quotes provided. We need a tilt skillet that can be operated safely with one person and has the ability to lock in various positions. This skillet was the only one provided with the safety features we needed. I appreciate your consideration. If you need more information I would be happy to provide it.

Other Relevant information regarding this process/purchase:

This was a need and was recommended by advisory board. Enhancement Grant- 75% State 25% Local

I verify that this purchase conforms with board policy, district procedures, legal purchasing preferences and all applicable laws regarding district purchases. If for some reason this purchase is not compliant, I have documented the reasons for noncompliance on this form and have discussed the issue with my supervisor/administrator.

| | | |
|---|--|--|
| <p align="center">Jeff Green</p> <hr/> <p>Name of Department Head or Principal</p> | <p align="center"></p> <hr/> <p>Signature of Department Head or Principal</p> | <p align="center">10/8/24</p> <hr/> <p>Date</p> |
| <hr/> <p>Name of Superintendent or Designee</p> | <hr/> <p>Signature of Superintendent or Designee</p> | <hr/> <p>Date</p> |