



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):

Fanuc Robot Trainer (Currently have two of this model for instruction)

Date of Purchase: Wednesday, September 18, 2024 **Location/Department:** NCC

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

- | | |
|---|--|
| <input type="checkbox"/> Newspaper or Posted Notice | <input type="checkbox"/> Providers e-mailed (from list) or other electronic method |
| <input type="checkbox"/> District Webpage | <input checked="" type="checkbox"/> 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	5/4/2024	Aidex	Written	Suzanne Doyle	785-766-6670	\$33,900.00
2						
3						
4						

Purchasing Decisions

Was the provider with the lowest cost selected? Yes No Provider Selected: Aidex

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

Other Relevant information regarding this process/purchase:

This is a need and was recommended by advisory board. It is a 75% State, 25% local purchase

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.


 Jeff Green
 Name of Department Head or Principal



 Signature of Department Head or Principal

 8/29/24
 Date

 Brian Noller
 Name of Superintendent or Designee



 Signature of Superintendent or Designee

 8/29/24
 Date