

Platte County R-III 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.

Type of product or services (attach bid specifications to this report if applicable):
Installation of a 3-bay swing system with 5 belt swings and 1 molded bucket swing, installation of safety turf, concrete border with drain punch out, and site/dirt excavation.

Date of purchase: April 18, 2024

Methods of Advertisement (attach copies of notices or letters)

- | | |
|---|---|
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Other electronic |
| <input type="checkbox"/> Posted notice | <input type="checkbox"/> Provider list e-mailed |
| <input type="checkbox"/> District webpage | <input checked="" type="checkbox"/> Direct contact with providers |

Providers Responding to Solicitation of Bids (attach bids to this report)

Athco

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.

Bid Record/Tabulation Summary Sheets

- All bid record/tabulation summary sheets related to this purchase are attached to this report or are otherwise being maintained in accordance with procedure DJF-AP1.

Purchase Situation

- Purchase under \$10,000 (contact multiple providers)
- Purchase of More Than \$10,000 but Less Than \$50,000 (competitive bids)
- Purchase of \$50,000 or More (sealed bids)
- Request for Proposal

Single Source or Unique Circumstance
Provide details: _____

Approved Provider

Cooperative Purchasing

Real Estate Broker or Real Estate Services

Emergency Purchase
Provide details regarding the threat to life, property, public health or public safety: _____

Purchasing Decision

Provider Meeting Specifications with the Lowest Cost: Athco

Provider Selected: Atcho

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

Other Relevant Information: _____

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.

Dr. Peter Doll
Signature of Department Head or Principal

April 10, 2024
Date