

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): Furniture for Siegrist Elementary, Barry Elementary, and Platte City Middle School

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)

Fre3dom Interiors: \$206,352.20

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: We are wanting to provide a consistent furniture product across our District and match our existing products to help with flexibility across classrooms and schools.

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: Fre3dom Interiors

Provider Selected: Fre3dom Interiors

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

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. Dawn Doll
Signature of Department Head or Principal

April 11, 2024
Date