

**USD 480**  
**Auxiliary Services Department**  
**Robert Burkey, Director**

**Maintenance, Buildings & Grounds**

Tim Hickert, Supervisor

Phone: (620) 604-1070

Fax: (620)-604-1011

Email: [tim.hickert@usd480.net](mailto:tim.hickert@usd480.net)

**Custodial/Warehouse**

Misael Garcia, Supervisor

Phone: (620) 604-2494

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Email: [misael.garcia@usd480.net](mailto:misael.garcia@usd480.net)

**Transportation**

Neil Brewer, Supervisor

Phone: (620) 604-1090

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**Food Services**

Connie Vogts, Supervisor

Phone: (620) 604-2230

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**Bid and Quote Requirements**

USD 480 must follow State, School Board, and Department policies in procuring goods and services. Those policies provide specific guidelines in regards to selecting vendors and dollar amount thresholds.

As per USD 480 Board Policy DJED all bids shall be awarded to the lowest, responsible bidder. BOE is sole judge of "responsible" based upon but not limited to financial standing, reputation, experience, resources, facilities, judgment & efficiency.

Purchases for less than \$3,000.00, quotes may be requested as per Auxiliary Services Department policy.

Purchases between \$3,000.00 and \$10,000.00, three (3) verbal or written quotes must be obtained as per Auxiliary Services Department policy.

Purchases between \$10,000.00 and \$20,000.00, require three (3) written quotes. All purchases \$10,000.00 or more must have Board of Education approval.

Purchases of \$20,000.00 or more must be procured through the sealed bid process as per state Statute and have BOE approval

**Purchasing**

1. An authorized purchase order, either hard copy, faxed, or emailed is required prior to any goods or services being provided to our District. To verify a purchase order number, please call our Business Department at 620-604-1010. Vendors accepting orders placed without an authorized purchase order number, under an employee's name, or requisition are doing so at their own risk. The District will not be responsible for orders without a pre-approved purchase order. All invoices must be signed by Auxiliary Services personnel.
2. The purchase order number must appear on all correspondence, including packing slips and invoices. If shipped by a third party, you must notify your shipper of this requirement. Failure to comply with this request delays receiving which then delays payment.
3. All vendors must have a completed W-9 on file prior to the issuance of a purchase order.
4. Vendors are required to provide 24 hour notice to the Building/Grounds Department when entering a USD 480 facility.
5. Vendors who service our buildings are required to wear a vendor badge issued from Central Office, Warehouse, or Building/Grounds.
6. All Service providers will record location and date with beginning and ending time of services provided on all field tickets/invoices.
7. Board of Education approves payment of all bills at the first BOE meeting of each month. Bills must be presented to Accounts Payable Dept. by the 25<sup>th</sup> of each month for payment after the first BOE meeting each month.
8. By applying to be a vendor, you agree to the above terms.

**Please detach and keep this cover page for future reference.**

# USD 480 Vendor Application

Date of application \_\_\_\_\_

Company Name \_\_\_\_\_

Street address \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Date of establishment \_\_\_\_\_ FED ID# \_\_\_\_\_

Liberal USD 480 is in the process of converting to issuance of bids & RFP's through email. In order to receive future bids/RFP's, email address must be provided on the line below.

Email \_\_\_\_\_

## Person(s) Authorized to Sign Bids

Name	Title
_____	_____
_____	_____
_____	_____

## References-Preferably Schools

Name	Address	Phone	Contact Person
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Can bid and/or performance bonds be provided upon request for construction projects? \_\_\_\_ Yes \_\_\_\_ No

Does your company require credit applications or other forms to be completed prior to purchase? \_\_\_\_ Yes \_\_\_\_ No

If yes, please attach applicable forms with returned bidder's application to: USD 480, 401 N. Kansas, PO Box 949, Liberal, KS 67905-0949.

Identify services, equipment, and/or supplies your company provides by placing check mark on the appropriate line/category for which your company wishes to receive "Request for Bid".

**Art Supplies**

- a. Equipment
- b. Supplies

**Athletic**

- a. Equipment
- b. Trainer Supplies
- c. Supplies
- d. Sports uniforms

**Audio/Visual**

- a. Equipment
- b. Repairs
- c. Sound systems
- d. Supplies

**Building**

- a. Accoustical tiles & partitions
- b. Glass & Glazing
- c. Locking Hardware & Keys
- d. Lumber
- e. Relocation of Portables
- f. Supplies

**Computers**

- a. Hardware
- b. Software
- c. Supplies

**Contractor**

- a. Asphalt/Seal Coating
- b. Bleachers
- c. Carpeting
- d. Concrete
- e. Demolition/Excavating
- f. Electrical
- g. Elevators
- h. Enviromental
- i. Fencing
- j. Fire Sprinklers
- k. Floor Covering
- l. General Construction
- m. Heating/Cooling
- n. Landscaping
- o. Masonry
- p. Painting
- q. Plumbing
- r. Roofing
- s. Sprinkler Systems
- t. Welding

**Appliances**

- a. Equipment
- b. Supplies
- c. Services

**Automotive**

- a. Parts
- b. Gas
- c. Oil/Lubricants
- d. Tires
- e. Purchases – New & Used

**Batteries**

- a. Office/Electronics
- b. Vehicle

**Calculators**

- a. Equipment
- b. Service/Repairs
- c. Supplies

**Carpenter Shop**

- a. Supplies
- b. Parts
- c. Lumber
- d. Services

**Consultant/Professional Services**

- a. Architect
- b. Employee Assistance
- c. Energy Services
- d. Engineering

**Coolers/Boilers**

- a. Compressors
- b. Cooler Pads
- c. Equipment
- d. Supplies

**Copiers**

- a. Equipment
- b. High Volume Copiers
- c. Supplies (Toner, Developer)
- d. Service

**Custodial**

- a. Commercial Laundry Service
- b. Chemicals
- c. Supplies

**Drafting**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. Supplies

**Electric**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. Lamps
- \_\_\_\_\_ c. Supplies

**Elevators**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. Supplies/Parts
- \_\_\_\_\_ c. Services/Repairs
- \_\_\_\_\_ d. Inspection

**Fencing**

- \_\_\_\_\_ a. Materials

**Fire**

- \_\_\_\_\_ a. Extinguishers
- \_\_\_\_\_ b. Fire Maintenance
- \_\_\_\_\_ c. Equipment
- \_\_\_\_\_ d. Inspections

**Flooring**

- \_\_\_\_\_ a. Carpet
- \_\_\_\_\_ b. Tile
- \_\_\_\_\_ c. Finishing

**Furniture**

- \_\_\_\_\_ a. Auditorium
- \_\_\_\_\_ b. Cafeteria
- \_\_\_\_\_ c. Classroom
- \_\_\_\_\_ d. Computer
- \_\_\_\_\_ e. Library
- \_\_\_\_\_ f. Lounge
- \_\_\_\_\_ g. Office

**Hardware/Lumber**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. Nuts & Bolts
- \_\_\_\_\_ c. Tools
- \_\_\_\_\_ d. Lumber

**Industrial Arts**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. Supplies

**Insurance**

- \_\_\_\_\_ a. Dental
- \_\_\_\_\_ b. Health
- \_\_\_\_\_ c. Life
- \_\_\_\_\_ d. Property

**Draperies/Stage Curtains**

- \_\_\_\_\_ a. Blinds
- \_\_\_\_\_ b. Drapes
- \_\_\_\_\_ c. Curtains
- \_\_\_\_\_ d. Stage Flooring/Repair

**Extermination**

- \_\_\_\_\_ a. Pest Control Services

**Fax Machines**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. Service

**Fertilizer/ Seeds**

- \_\_\_\_\_ a. Supplies

**Flags**

- \_\_\_\_\_ a. Flags
- \_\_\_\_\_ b. Accessories
- \_\_\_\_\_ c. Banners

**Fuel**

- \_\_\_\_\_ a. Unleaded Fuel
- \_\_\_\_\_ b. Diesel Fuel
- \_\_\_\_\_ c. Tank /Pump Service/Supply

**Grease Trap Cleaning**

- \_\_\_\_\_ a. Services

**Grounds**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. Supplies
- \_\_\_\_\_ c. Weed Control
- \_\_\_\_\_ d. Landscaping

**Heating/Cooling**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. HVAC Filters
- \_\_\_\_\_ c. Services/Repairs
- \_\_\_\_\_ d. Supplies

**Instructional**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. Student Planners
- \_\_\_\_\_ c. Supplies

**Laundry/DryClean Service**

- \_\_\_\_\_ a. Band/Choir Uniforms

**Lease/Purchase**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. Vehicles
- \_\_\_\_\_ c. Land

**Library**

- \_\_\_\_\_ a. Book Binding
- \_\_\_\_\_ b. Books
- \_\_\_\_\_ c. Equipment
- \_\_\_\_\_ d. Supplies
- \_\_\_\_\_ e. Furniture

**Mailroom**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. Supplies

**Paint**

- \_\_\_\_\_ a. Supplies
- \_\_\_\_\_ b. Equipment

**Plumbing**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. Supplies
- \_\_\_\_\_ c. Water Fountains

**Printing**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. Service
- \_\_\_\_\_ c. Supplies

**Security**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. Fire Alarm Systems
- \_\_\_\_\_ c. Intercoms
- \_\_\_\_\_ d. Services/Repairs
- \_\_\_\_\_ e. Supplies

**Sprinklers**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. Parts
- \_\_\_\_\_ c. Supplies
- \_\_\_\_\_ d. Service/Repairs

**Trophies/Awards**

- \_\_\_\_\_ a. Trophies
- \_\_\_\_\_ b. Awards
- \_\_\_\_\_ a. Trophies

**Typewriters**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. Supplies
- \_\_\_\_\_ c. Services/Repairs

**Welding**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. Supplies
- \_\_\_\_\_ c. Service

**Lighting**

- \_\_\_\_\_ a. Supplies

**Locker/Parts**

- \_\_\_\_\_ a. Hall
- \_\_\_\_\_ b. P.E.

**Machine Shop**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. Supplies

**Office**

- \_\_\_\_\_ a. Supplies
- \_\_\_\_\_ b. Furniture
- \_\_\_\_\_ c. Equipment

**Paper Products**

- \_\_\_\_\_ a. Office/copy paper
- \_\_\_\_\_ b. Colored Copy Paper
- \_\_\_\_\_ c. Disposable (plates, cups, napkins, etc.)

**Roof**

- \_\_\_\_\_ a. Materials
- \_\_\_\_\_ b. Supplies

**Safety Equipment**

- \_\_\_\_\_ a. Fire Alarm System
- \_\_\_\_\_ b. Fire Extinguishers
- \_\_\_\_\_ c. Maintenance/Services
- \_\_\_\_\_ d. Supplies

**Special Education**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. Supplies
- \_\_\_\_\_ c. Services

**Tractors**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. Parts
- \_\_\_\_\_ c. Supplies
- \_\_\_\_\_ d. Maintenance/Repairs
- \_\_\_\_\_ e. Tires

**Two Way Radios**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. Supplies
- \_\_\_\_\_ c. Parts
- \_\_\_\_\_ d. Service/Repairs

**Water Treatment**

- \_\_\_\_\_ a. Water Treatment
- \_\_\_\_\_ b. Services

**Other**

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