**Board Memo**

**DATE:** 8/10/2023

**AGENDA ITEM DETAILS:**

**School/Department**

Purchasing

**Product Vendor or Grant Issuer**

Water Dispenser Renewal for District Office, Ralph Rush, and the Warehouse

**Product or Grant Name**

Office H2O

**Date/Term (Beginning and End Dates/Year)**

June 2023

**APPLICABLE BOARD POLICY & STRATEGIC PLAN GOAL:**

04.32 - Model Procurement Code Purchasing

2B Boone County Schools will increase staff retention by maintaining competitive work-related benefits and conditions.1. Complete annually a review of the organizational chart to ensure continued support of instructional and operational needs

**DESCRIBE USE OF CONTRACT/PURCHASE/AGREEMENT**

In August of 2020, a competitive bid was conducted for the rental of water dispensers for the District Office, Ralph Rush, and the Warehouse, Office H20 was selected. The water dispenser agreement with Office H20A expires in September. Office H20 has agreed to continue the agreement for another 3 years at the current rate (6 machines @ $288.00 a month).

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

$10,368

**Funding Source**

General fund

**\*If more than one funding source, list below along with amount or percent for each source**

N/A

**IF THIS IS A GRANT, ENTER AMOUNT TO BE AWARDED:**

N/A

**RECOMMENDATION:**

I recommend the Board approve the renewal of Office H2O to continue to provide water dispensers as presented.

**CONTACT PERSON: (submitter)**

Donny Grant, Purchasing Administrator