

AIMS K-12 STAFF MEMO

TO: AIMS Board
FR: Marisol Magana, Operations Director and
Suzen Chu, Marketing and Communications Coordinator
DA: May 24, 2020
RE: Request for Purchase of Safety Equipment

Dear Madame President, AIMS Board, and Madame Superintendent,

As a measure to ensure that we can order the following needed items that will allow AIMS K-12 to open safely for the 2020-2021 school year, the following request is being put forth:

Portable Sinks

- **Outside** - Operations Dept. is recommending PolyJohn Portable Hand Washing Sinks because it holds 255 hand washings and is at a reasonable price. This item comes with soap and paper towel dispensers. The total cost for **8 will be \$3424**. This does not include sales tax, shipping, or handling.
- **Grades K-5 - Operations** Dept. is recommending the sink from Sustainable Supply. This sink is reasonably priced and will meet the developmental needs of this age group. The total cost for **19 will be \$24,364.73**. This does not include sales tax, shipping, or handling.
- **Grades 6-12** Operations is recommending PolyJohn Portable Hand Washing Sinks because it holds 255 hand washings and the price. It comes with soap and paper towel dispensers. The total cost for **25 will be \$33,600**. This does not include sales tax, shipping, or handling.

(When looking for a sink, Operations looked at prices, how much water is held, size, and portability. As well as hours increased for janitorial staff to do maintenance and water removal.)

Temperature Kiosk

- For temperature Kiosk, Operations is recommending 22 Miles. This vendor is located in the Bay Area, and the price is much lower than the other proposals. The total cost for **20 will be \$45,000**. This does not include sales tax, shipping, or handling.

Hand Sanitizer

- For Hand Sanitizer, Operations is recommending Central Sanitary Supply. AIMS already has a relationship with this vendor, and their price is much lower. The total cost for **220 will be \$6,188.60**. This does not include sales tax, shipping, or handling.

Masks

- For masks, the Marketing Department is recommending as their first choice EPromos because the cost is lower than comparable vendors, the masks have three layers, and they have adult and child sizes. One disadvantage is that they are not made in America. We will need to order multiple of these masks to ensure a yearlong supply. These masks are to be worn daily by all students, staff, and visitors. The total cost for **10,000 will be \$57,500**. This does not include sales tax, shipping, or handling.
- For masks, the Marketing and Communication Department is recommending as their second choice Boathouse because they are made in America. Compared to EPromos, the cost is higher, they give dual-level coverage, and they have a greater variety of Adult and child sizes. We will need to order multiple of these masks to ensure a yearlong supply. These masks are to be worn daily by all students, staff, and visitors. The total cost for **10,000 will be \$100,000.00**. This does not include sales tax, shipping, or handling.

Face Shields

- For the face shields, the Marketing and Communication Department is recommending Disc Makers because they are made in America, reasonably priced, and reusable. We will need to order multiple of these masks to ensure a yearlong supply. These shields are to be worn daily by all students, staff, and visitors. The total cost for **8,000 will be \$24,192.00**. This does not include sales tax, shipping, or handling.

Expenditure Requests

- Our initial expenditure requests are **\$219,269.33** if we purchase masks from EPromos or **\$261,769.33** if we purchase masks from Boathouse. Both totals include a contingency amount of \$25,000.00 for unforeseen matters.

Respectfully submitted for your consideration and approval,

Director Marisol Magana
AIMS K12 College Prep Charter District, Operations Department
Coordinator Suzen Chu
AIMS K12 College Prep Charter District, Marketing and Communications

Superintendent's Response:

I have read this proposal and agree to this request. A caveat being that the purchases do not exceed the requested amounts, and staff when possible collaborates with other charters and/or our authorizer to do bulk purchasing, potentially reducing the cost. Given the reduction in funding for the 2020-2021 school year from the state, I am also requesting that AIMS uses emergency funds for these purchases.

Respectfully submitted for your consideration and approval,
Superintendent Maya Woods-Cadiz

05/24/2020