



**PURCHASE ORDER (PO)  
FORM**

**Contractor's Acceptance of City's Standard Terms and Conditions:**

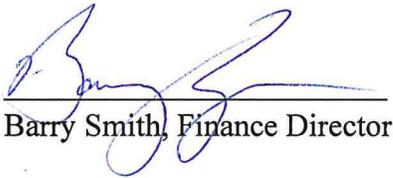
Approval of this Purchase Order is expressly subject to the Contractor's acceptance of the City's Standard Terms and Conditions, which are incorporated herein by reference as Exhibits B and C. The Contractor's quote, invoice, or other document dated 12/16/2025, attached hereto as Exhibit A, is incorporated herein solely for the purpose of describing the goods and/or services and pricing.

Notwithstanding any conflicting or additional terms or conditions contained in any Contractor quote, invoice, or other document, including Exhibit C, the City's Standard Terms and Conditions shall take precedence and govern.

This Purchase Order shall not be valid until it has been executed by all required parties below, including the City Attorney. The Contractor's signature confirms acceptance of the City's Standard Terms and Conditions.

Authorized City Signature Below

City Attorney Approved as to Form Only:

  
Barry Smith, Finance Director

1-22-26  
Date

\_\_\_\_\_  
Maria A. Schrock, City Attorney  
contracts@belaireks.gov  
316-744-2451 ext. 103  
Date

Email: bsmith@belaireks.gov  
Phone #: 316-744-2451 ext. 212

Authorized Contractor Signature Below

Andrew Loecker  
Print Name & Title Below

1/23/2026  
Date

Email: aloecker@imit.com  
Phone #: 316-330-0890

City of Bel Aire  
7651 East Central Park Avenue, Bel Aire, Kansas 67226  
316-744-2451      Belaireks.gov

# 2026 Machine Replacements (February implementation)

**City of Bel Aire**

*Prepared by:* Diana Copeland

Imagine IT

December 2025



[www.imit.com](http://www.imit.com)

# EXHIBIT A

## Overview

Here is a proposal for 2026 computer replacements (February install):

Hardware	Price	Qty	Ext. Price
<b>Lenovo ThinkCentre neo 50q Gen 4 Desktop Computer - Intel Core i5 13th Gen i5-13420H - 16 GB - 256 GB PCI Express NVMe 4.0 x4 SSD - Tiny - Black - Intel Chip - Windows 11 Pro - Intel UHD Graphics DDR4 SDRAM - English Keyboard - IEEE 802.11ax Wi</b> 	\$779.99	9	\$7,019.91
<b>TINY: Lenovo Onsite Support (Add-On) - 3 Year - Warranty - On-site - Maintenance - Parts &amp; Labor - Electronic and Physical</b> 	\$88.00	9	\$792.00
<b>Lenovo ThinkPad E16 Gen 2 16" Notebook - WUXGA - AMD Ryzen 7 7735U - 16 GB - 512 GB SSD - English Keyboard - Black - AMD Chip - 1920 x 1200 - Windows 11 Pro - AMD Radeon 680M Graphics - In-plane Switching (IPS) Technology - Front Camera/Webcam</b> 	\$959.00	2	\$1,918.00
<b>E Series Warranty: Lenovo Onsite Support (Add-On) - 3 Year - Warranty - On-site - Maintenance - Parts &amp; Labor</b> 	\$113.00	2	\$226.00
<b>Lenovo-ThinkPad Universal USB-C Dock</b>	\$239.99	2	\$479.98
<b>Subtotal:</b>			<b>\$10,435.89</b>

Endpoint Setup Labor	Price	Qty	Ext. Price
<b>Endpoint Setup Fee - Onsite Setup</b>	\$400.00	11	\$4,400.00
<b>Subtotal:</b>			<b>\$4,400.00</b>

## Warranty Coverage

- Add-on warranty options are offered and very highly recommended, as any work required outside the standard or expired warranty coverage is billable at an hourly rate plus the cost of parts. Please feel free to reach out with any questions regarding this offered coverage.
- Accidental Damage Protection provides coverage outside the standard warranty for things like drops, spills and display cracks. It will also cover one full replacement throughout the life of the warranty if any damage is deemed beyond repair. This does not cover any intentional damage.
- Sealed Battery Protection extends the initial standard battery coverage from one to three years and provides coverage for both parts and labor, as this part can only be replaced by the manufacturer.

\* Contains Optional Items

Warranty	Price	Qty	Ext. Price
<b>NOTE: If you want to purchase one of the optional warranties below, click the box to check-mark it, then click Update Options below to save your selection.</b>			

\* Contains Optional Items

Warranty	Price	Qty	Ext. Price
<b>E Series: Lenovo Accidental Damage Protection (Add-On) - 3 Year - Service - On-site - Maintenance - Parts &amp; Labor - Physical</b>	\$115.00	2*	\$230.00
* Optional Subtotal:			<b>\$230.00</b>

Shipping	Price	Qty	Ext. Price
<b>Estimated Shipping - From Distribution</b>	\$120.00	1	\$120.00
Subtotal:			<b>\$120.00</b>

# 2026 Machine Replacements (February implementation)



Prepared by:  
**Imagine IT, Inc.**  
 Diana Copeland  
 dcopeland@imit.com

Prepared for:  
**City of Bel Aire**  
 7651 E Central Park Ave  
 Bel Aire, KS 67226-7600  
 Barry Smith  
 (316) 744-2451  
 bsmith@belaireks.gov

Quote Information:  
**Quote #: 013983**  
 Version: 1  
 Delivery Date: 12/16/2025  
 Expiration Date: 12/19/2025

## Quote Summary

Description	Amount
Hardware	\$10,435.89
Endpoint Setup Labor	\$4,400.00
Subtotal:	<b>\$14,835.89</b>
Shipping:	<b>\$120.00</b>
Total:	<b>\$14,955.89</b>

## \*Optional Expenses

Description	One-Time
Warranty	\$230.00
Optional Subtotal:	<b>\$230.00</b>

Imagine IT reserves the right to cancel this proposal at any time prior to acceptance by both parties due to pricing changes or product availability. After proposal acceptance, product returns, cancellations, or changes are subject to a 10% restocking fee (excluding sales tax). Defective products must be returned within 30 days of delivery. Proposed products are covered by the manufacturer's warranty.

Leasing options provided are estimates and subject to final approval.

Payment terms: Hardware and Endpoint Setup Fees are invoiced upon receipt to an Imagine IT office; project-related labor invoices are issued upon delivery or monthly progress. Agreement invoices are sent in advance. Invoices are due according to the terms set forth in the Master Service Agreement (MSA).

Imagine IT, Inc.

City of Bel Aire

Signature:   
 Name: Diana Copeland  
 Title: Office Manager & Quoting Specialist  
 Date: 12/16/2025

Signature: \_\_\_\_\_  
 Name: Barry Smith  
 Date: \_\_\_\_\_  
 PO Number: \_\_\_\_\_

**EXHIBIT B**  
**CITY OF BEL AIRE, KANSAS**  
**MANDATORY TERMS AND CONDITIONS**

The attached Purchase Order/Quotation, along with these Terms and Conditions shall together serve as the Contract between the City of Bel Aire, Kansas, a municipal corporation, and the Contractor named on the Purchase Order/Quotation.

1. The delivery of equipment, material, supplies and/or services listed on the Purchase Order/Quotation shall be FOB the City's project site or other location affirmed in writing by an authorized City official.
2. After the items listed on the Purchase Order/Quotation have been delivered and accepted as conforming goods or services by an authorized City official, the City will approve payment to the Contractor of the amount due made according to the City's standard accounting practices.
3. No additional terms or conditions, other than those stated herein, and no agreement or understanding in any way modifying the terms and conditions herein stated, shall be binding upon the City unless in writing and signed by the City Attorney. In case of conflict among terms with this Contract, those stated in this Exhibit shall control.
4. The goods, equipment and services specified in this Contract are for the City's exclusive use. Therefore, it is understood the Federal Excise Tax or State of Kansas Sales Tax shall not be imposed, and Contractor will refund the same if included in the price paid. The City's exemption certificate will be furnished where required or upon request.
5. All orders are priced F.O.B approved destination and must be shipped "PREPAID" unless otherwise specified. No freight or express charges will be allowed on the invoice unless previously agreed upon and provided for on the original purchase order and separately approved by an authorized City official.
6. This order must not be filled at a higher price than quoted without specific authorization granted by the City's Governing Body.
7. When the items shown on this order have been delivered, the Contractor is to mail an invoice for the same to the department address shown on these contract documents, with a copy separately to the City Treasurer. Partial payments will be made only when agreed upon prior to issuance of the Purchase Order/Quotation and approved by the City's Governing Body.
8. The City and Contractor agree that this Contract shall be interpreted under the laws of the State of Kansas without regard to its choice of law provisions, and that venue of any dispute requiring litigation shall be in any court of appropriate jurisdiction in Sedgwick County, Kansas.
9. No party shall be required to submit any dispute to arbitration, but a good faith mediation attempt shall be a condition precedent to litigation as a resolution process. The parties waive trial by jury.
10. The City shall not hold harmless or indemnify the Contractor beyond the liability that may be incurred under the Kansas Tort Claims Act (KSA 75-6101 et seq.).

11. The City shall not be required to purchase insurance against any liability loss or damage to which this Contract relates. The Contractor shall bear the risk of loss to any person or property over which it has authority or control, however exercised.
12. This Contract shall be interpreted and implemented so that the City remains in compliance with the Cash Basis Law (KSA 10-1112 and 10-1113), the Budget Law (KSA 79-2935) and all other laws of the State of Kansas. The City retains the right to unilaterally modify or terminate this Contract at any time if, in the opinion of its legal counsel, the Contract may be deemed to violate the terms of such laws.
13. The obligation to supply goods or services under this Contract is personal to this Contractor, and cannot be assigned, subcontracted or transferred to another without the written consent of the City.
14. This Contract is intended solely for the benefit of the City and the Contractor. The parties do not intend that it benefit, either directly or indirectly, any third party. No third party may sue for damages based on the terms or performance of this Contract.
15. Contractor shall be in default of this Contract in the event that Contractor:
  - (i) applies for or consents to the appointment of a receiver, trustee or liquidator of itself or any of its property,
  - (ii) is unable to pay its debts as they mature or admits in writing its inability to pay its debt,
  - (iii) makes a general assignment for the benefit of creditors,
  - (iv) is adjudicated as bankrupt or insolvent, or
  - (v) files a voluntary petition in bankruptcy or a petition or an answer seeking reorganization or an arrangement with creditors, or taking advantage of any bankruptcy, reorganization, insolvency, readjustment of debt, dissolution or liquidation law or statute or admits the material allegation of a petition filed against it in any legal proceedings, or if an action shall be taken by Contractor for the purpose of accomplishing any of the above actions.
16. Goods or equipment delivered and/or services rendered hereunder must be made according to the terms of this Contract both as to time and quantities, with City reserving the right to cancel, reject or refuse any delivery made and/or service rendered prior to or subsequent to the times specified. If no schedule for delivery appears otherwise in the Contract, delivery shall be completed in a reasonable time, judged by the continuing utility to and viability of the City's related project or service.
17. In the event no quality is specified on the face of the Purchase Order/Quotation, the goods or equipment delivered and/or services rendered hereunder must be of the best quality. If Contractor cannot maintain delivery of goods or equipment and/or rendering of services according to the agreed schedule, Contractor must notify City immediately. Upon Contractor's failure to maintain delivery or otherwise perform hereunder, City reserves the right to procure such goods or equipment and/or services elsewhere, in whole or in part, and assess Contractor with any additional costs incurred, unless Contractor's default arises from causes beyond its control and without fault or negligence. This remedy is in addition to any other remedy which City may have pursuant to this Agreement or otherwise and/or any warranty that may be implied or imposed by operation of law.

18. Contractor must immediately notify City of any safety recall notices of products, goods and services Contractor has provided to City. In addition, Contractor shall remedy the recalled defect(s), at no cost to City, by:

(1) providing products, goods or services reasonably equal to or better than the quality of the products, goods or services without accounting for the recalled defect(s); or

(2) providing compensation to City in an amount not less than the original cost of the products, goods or services less a reasonable amount for depreciation. This Section survives expiration or termination of the Agreement.

19. The Kansas Act against Discrimination (Kansas Statutes Annotated 44-1001, et seq., as amended) requires every person who enters into a contract with the City for construction, alteration or repair of any public building or public work or for the acquisition of materials, equipment, supplies or service to:

a. Observe the provisions of the Kansas Act Against Discrimination and not to discriminate against any person in the performance of work under the present Contract because of race, religion, color, sex, disability, national origin or ancestry, or age unrelated to such person's ability to engage in the particular work.

b. In all solicitations or advertisement for employees, the Contractor shall include the phrase "Equal Opportunity Employer" or a similar phrase to be approved by the Kansas Human Rights Commission.

c. Upon request, inform the Kansas Human Rights Commission and/or the City of Bel Aire Finance Department in writing the manner in which such person will recruit and screen personnel to be used in performing the Contract.

d. Contractor shall include the provisions of sub-paragraphs (a), (b), (c), and (d) of this paragraph in each of its subcontract or purchase order and/or contract so that such provisions will be binding upon such subcontractor or Contractor.

e. Exempted from these requirements are:

(1) Any Contractor who has already complied with the provisions set forth in these sections by reason of holding a contract with the Federal Government or a contract involving Federal funds (proof of compliance required).

(2) Any Contractor who employs fewer than four (4) employees during the term of this Contract.

(3) Contractor who hold contracts with the City of Bel Aire with a cumulative total of five thousand dollars (\$5,000.00) or less during the City's Fiscal Year.

f. Reports requested by the Kansas Human Rights Commission shall be made on forms prepared by the Commission, copies of which are available from the Kansas Human Rights Commission, Contract Auditor, 900 S.W. Jackson Street, Suite 851 S., Topeka, Kansas, 66612. During the performance of any City contract or agreement the Contractor shall comply with all the provisions of the Civil Rights Act of 1964, as amended; the Equal Employment Opportunity Act of 1972; Executive Orders 11246, 11375, 11141, Part 60 of Title 41 of the Code of Federal Regulations; the Age Discrimination in Employment

Act of 1967, the Rehabilitation Act of 1973; the Americans with Disabilities Act and/or any laws, regulations or amendments as may be promulgated thereunder. Any finding adverse to the Contractor under K.S.A. 1976 Supp. 44-1031, as amended or other State statutes, Federal statutes or regulations pertaining to discrimination, which finding or decision or order has become final, shall be a breach of this Contract and any such contract may be cancelled, terminated or suspended in whole or in part by the City or its contracting agency.

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**EXHIBIT C**  
**CITY OF BEL AIRE, KANSAS**  
**MANDATORY INDEPENDENT CONTRACTOR ADDENDUM**

1. The parties agree Contractor shall satisfy all tax and other governmentally imposed responsibilities including, but not limited to payment of state, federal, and social security taxes; unemployment taxes; workers' compensation and self-employment taxes. No federal, state, or local taxes of any kind shall be withheld or paid by City and Contractor shall indemnify City for its failure to comply with Contractor's responsibilities under this paragraph.
2. The parties agree that as an independent contractor, Contractor is not entitled to any benefits from City, including but not limited to:
  - (a) unemployment insurance benefits;
  - (b) workers' compensation coverage; or
  - (c) health insurance coverage.

Contractor may only receive such coverages if provided by Contractor or an entity other than City. Subject to the foregoing, Contractor hereby waives and discharges any claim, demand, or action against City's workers' compensation insurance and/or health insurance and further agrees to indemnify City for any such claims related to Contractor's operations or the performance of services by Contractor hereunder.

3. The parties hereby acknowledge and agree that City will not:
  - (a) require Contractor to work exclusively for City;
  - (b) establish means or methods of work for Contractor, except that City may provide plans and specifications regarding the work but will not oversee the actual work. City may establish performance standards for the contracted outcomes;
  - (c) pay to Contractor a salary or hourly rate, but rather will pay to Contractor a fixed or contract rate;
  - (d) provide training for Contractor on performance of the services to be done; City may provide informational briefing on known conditions;
  - (e) provide tools or benefits to Contractor (materials and equipment may be supplied if negotiated);
  - (f) dictate the time of Contractor's performance; and
  - (g) pay Contractor personally;instead, City will make all checks payable to the trade or business name under which Contractor does business.
4. Contractor does not have the authority to act for City, to bind City in any respect whatsoever, or to incur debts or liabilities in the name of or on behalf of City.

5. Unless given express written consent by City, Contractor agrees not to bring any other party (including but not limited to employees, agents, subcontractors, sub-subcontractors, and vendors) onto the project site.
6. If Contractor is given written permission to have other parties on the site, and Contractor engages any other party which may be deemed to be an employee of Contractor, Contractor will be required to provide the appropriate workers' compensation insurance coverage as required by this Agreement.
7. Contractor has and hereby retains control of and supervision over the performance of Contractor's obligations hereunder. Contractor agrees to retain control over any allowed parties employed or contracted by Contractor for performing the services hereunder and take full and complete responsibility for any liability created by or from any actions or individuals brought to the project by Contractor.
8. Contractor represents that it is engaged in providing similar services to the public and not required to work exclusively for City.
9. All services are to be performed solely at the risk of Contractor and Contractor shall take all precautions necessary for the safety of its and the City's employees, agents, subcontractors, sub-subcontractors, vendors, along with members of the public it encounters while performing the work.
10. Contractor will not combine its business operations in any way with City's business operations and each party shall maintain their operations as separate and distinct.

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