

Henderson County Schools

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To: Dr. Thomas Richey, Superintendent
And School Board Members

From: Walt Spencer, CPA
Director of Finance

Date: February 17, 2014

Re: Bid Recommendations

A handwritten signature in blue ink, which appears to be "Walt Spencer", is written over the "From:" line and extends slightly into the "Date:" line.

Bid Renewal Recommendations

Electrical, Incandescent, and Fluorescent Lamps # 4-13-5-3

A & M Electric currently has the contract for the district. Services and materials supplied from this company have been very satisfactory and we have received a signed letter agreeing to renew the contract for an additional year. We are recommending the contract with A & M Electric be renewed for one year.

Dance Uniforms, Equipment & Supplies # 30-13-5-11

These items were bid in November for a 2 month period of time so that costumes could be purchased for competitions at the state level. These items were not included in the regular athletic equipment bid from the previous year. We wrote a clause in the bid stating the contract could be renewed for an additional year with approval of the Board of Education. Letters were sent to the four vendors awarded the contract requesting this action be taken. We have received positive responses from three of the four companies. The remaining company has not returned the request, as of this date. We are recommending the contract be renewed for one year so that the dance teams are able to purchase items they may need.