

# Henderson County Schools

1805 Second Street, Henderson, Kentucky 42420  
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To: Marganna Stanley, Superintendent  
And School Board Members

From: Cindy Cloutier  
Director of Finance

A handwritten signature in blue ink that reads "Cindy Cloutier".

Date: April 18, 2016

Re: Bid Recommendations

## **Bid Renewal Recommendations**

### **Bank Depository RFP # 3-15-5-4**

Independence Bank was awarded the contract in April 2015. Their service has been excellent and they are quick to solve any issues that come up. This is the first year of a 3 year option to renew this RFP. The Bank has agreed to renew their contract with us at the same cost for services and rate of interest as the previous year. We are recommending the Bank Depository be renewed with Independence Bank.

### **Fire & Safety Equipment Inspection Bid # 9-14-5-5**

The contract for Fire & Safety Equipment Inspection with Koorsen Fire & Safety is due for renewal or bidding. Mr. Thacker did not hesitate to say this company has given excellent service for fire and safety equipment inspections. He is requesting we renew the contract with Koorsen Fire & Safety. We are recommending you take that action.

### **Student Accident Insurance Bid # 8-14-5-5**

The contract for Student Accident Insurance was awarded to Morgan, Trevathan & Gunn Insurance in May of 2014. We renewed with this company last year and have received a confirmation to renew with the same costs, terms and conditions as originally bid. We are recommending this contract be renewed with Morgan, Trevathan & Gunn Insurance.

#### **Elementary and Middle School Pictures Bid # 4-15-5-4**

The bid for Elementary and Middle School Pictures was awarded in April of last year to Don Hardesty & Shannon Lewis Photography, Inter-State Studio, Life Touch National School Studios, and Walker Studio. Schools chose any of the four vendors to take their school pictures. We are recommending this bid be renewed for a one year period so schools can continue using the services of the photography studio they prefer. We have received letters from all four vendors agreeing to continue the prices from the original contract for pictures for the 2016-2017 academic year.

#### **Copy Paper Bid # 6-15-5-5**

Copy paper was bid last May and the contract was awarded to Contract Paper Group, River City Industrial, and (formally XPEDX) Veritiv Corporation. A request was sent to all 3 companies to renew the bid with the same prices and conditions for a one year term. We received a confirmation from Contract Paper Group and River City Industrial. (XPEDX) Veritiv has declined to renew the contract because they are expecting increases in their costs for materials from their mills. They would like to be considered in the future on any bid we have. We are recommending that the contract be continued with Contract Paper Group and River City Industrial.

#### **Bid Recommendations**

##### **Audit RFP # Audit 16**

Bid proposal packets for auditors were mailed to eight firms located in Henderson, Owensboro, and Hopkinsville. Information regarding the bid was also placed in the newspaper and on our website. We received responses from three firms: Alexander & Company CPA's, Kem, Duguid & Associates, and Myriad CPA Group. All bids were evaluated by the audit committee. Each member of the committee scored the firms individually and then met as a group to discuss the findings. The results of the evaluation were unanimous with Myriad CPA Group receiving the highest score from each committee member. The RFP is written with a four year cycle: the original contract year and three annual renewals.

**Henderson County Board of Education**  
**1805 Second Street**  
**Henderson, KY 42420**

**Auditing Services RFP**  
**RFP Tabulation Sheet**  
**AUDIT 16**

Audit Cost	Alexander & Company CPAS PSC	Alford, Nance, Jones & Oakley	Kem, Duguid & Associates	Kemper CPA Group	McElroy & Mitchell	Myriad CPA Group	Riney Hancock CPA	Wathen & Sellars
	2016	\$26,000	\$26,000	No Bid	No Bid	\$25,000	No Bid	No Bid
	2017	\$23,400	\$26,500			\$25,000		
	2018	\$24,100	\$27,000			\$25,000		
	2019	\$24,800	\$27,500			\$25,000		
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