M E M O R A N D U M

**TO: Dr. Randy Poe, Superintendent**

 **Ms. Karen Byrd, Chairperson**

 **Board Members**

**FROM: Jehan M. Ghouse, Purchasing Administrator**

**DATE: January 24, 2019**

**RE: Gasoline and Diesel Contract Renewal**

**Lykins Oil was awarded the contract for Gasoline and Diesel effective March 1, 2017 through February 28, 2018 with an option to renew for two additional years. The first renewal option was exercised in 2018.**

**Based on the request of the Transportation Department, I recommend that the contract for Gasoline and Diesel be continued with Lykins Oil for the period March 1, 2019 through February 29, 2020 using the second renewal option, as presented.**