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: March 4, 2019**

**RE: Ignite Institute: Fitness Center Design, Equipment and Installation Award**

**A Request For Proposal (RFP) for design, supply and installation of equipment for the fitness center at Ignite Institute was issued on December 6, 2018. One vendor responded as follows:**

**The Equipment Guys (Newark, Ohio): $ 97,500.00**

**The proposal was reviewed for design, content and price and deemed suitable. Details of the proposal are available for review in the office of the Purchasing Administrator.**

**I recommend approval of the award to The Equipment Guys, as presented.**