M E M O R A N D U M

**TO: Randy Poe, Superintendent**

 **Karen Byrd, Chairperson**

 **Board Members**

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

**DATE: April 30, 2019**

**RE: Food Services: Cafeteria Trays with Logo for Ballyshannon Middle School and Ignite Institute**

**Sealed bids for Cafeteria Trays for Ballyshannon Middle School and Ignite Institute were opened at 2:00 PM on Thursday, April 18, 2019. Holly Buchanan of Food Services and I conducted the opening with two vendors present. Two sealed bids were received as shown below:**



**Food Services evaluated the bids and determined that the colors offered by Tri -Mark/SS Kemp best met the needs of the District. Therefore, even though the bid by Manning Brothers is lower, their request is to award the business to Tri-Mark/SS Kemp.**

**I recommend the bid for the Cafeteria Trays with Logo be awarded to Tri-Mark/SS Kemp, as presented.**