M E M O R A N D U M

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

**Mr. Matt McIntire, Chairperson**

 **Board Members**

**FROM: Jehan Ghouse, Purchasing Administrator**

**DATE: May 28, 2020**

**RE: Generator Maintenance and Inspection Bid Award**

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**A Request for Bid was issued on April 30, 2020 for Generator Maintenance and Inspection Services for the District. Four vendors responded. Bids were opened via Video Conference with 3 vendors in attendance. Following are the bids, as received.**



**Based on the tabulation above, W.W. Williams is the most competitive. The award is for one year, effective July 1, 2020, with the option to renew for 3 additional years.**

**Together with the concurrence of the Director of Facility Management, I recommend awarding the bid to W.W. Williams, as presented.**