M E M O R A N D U M

**TO: Mr. Matt McIntire, Chairperson**

**Dr. Maria Brown**

**Ms. Karen Byrd**

**Ms. Julie Pyle**

**Mr. Troy Freeman**

**Mr. Matthew Turner, Superintendent**

**FROM: Jehan Ghouse, Purchasing Administrator**

**DATE: July 7, 2020**

**RE: Elevator Inspection and Maintenance Bid ward: DC Elevator**

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**A Request for Bid was issued on June 18, 2020 for Elevator Inspection and Maintenance Services for the District. Five vendors responded. Bids were opened via Video Conference with two vendors in attendance. Following are the bids, as received.**



**Based on the tabulation above and clarification with the vendor, DC Elevator, is the most competitive. The award is for one year, effective August 1, 2020, with the option to renew for 3 additional years.**

**This activity will be funded from the General Fund.**

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