M E M O R A N D U M

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

 **Dr. Maria Brown**

 **Ms. Karen Byrd**

 **Ms. Julia Pyle**

 **Mr. Troy Fryman**

**Mr. Matthew Turner, Superintendent**

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

**DATE: August 21, 2020**

**RE: Water Dispenser Bid for the District Office: Office H20**

**The rental agreement for the water dispensers for the District Office expire on September 30, 2020. Since the last agreement was signed in 2008, a competitive bid was conducted with the following results.**



**Note: Alpine Valley does not meet the requirements due to the use of a water bottle as the source of water.**

**6 Units will be rented under this agreement.**

**Term of Agreement: 36 months.**

**Total Cost per Year: $3,456.00**

**This activity will be funded through the General Fund**

**I recommend awarding the bid to Office H2O, as presented.**