M E M O R A N D U M

**TO: Dr. Maria Brown, Chairperson**

 **Karen Byrd**

 **Julia Pile**

**Jesse Parks**

 **Dr. Tiffany Schussler**

**Matthew Turner, Superintendent**

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

**DATE: March 1, 2021**

**RE: Steeplechase Elementary School Furniture Award – JW Associates and Tom Sexton Associates**

**A Request for Proposals was issued on January 7, 2021, for furniture requirements for Steeplechase Elementary School. The following eight vendors responded.**

 **Tom Sexton Assoc. Demco**

 **JW Associates School Specialty**

 **School Outfitters RJE Business Enterprises**

 **Virco KDA**

**A selection committee comprising of Ms. Renee Turner, Ms. Linda Black, Ms. Jenny Watson and Dr. Michael Poiry evaluated the proposals. Six vendors were invited to make presentations to the selection committee. Based on the presentations, the committee recommended that the award be allocated between JW Associates, and Tom Sexton Associates as shown on the following page.**



**Total expected cost is $604,859. Final capacity counts, design modifications and color selections will be established with each of the recommended vendors.**

**Per the consensus of the selection committee, I recommend the award for furniture for Steeplechase Elementary School be approved, as presented.**