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 29, 2021**

**RE: Facilities Maintenance (FM) Department Renewal of Supply Agreement for HVAC Filters – FSI Filtration.**

**In February 2020, the bid for the supply of HVAC filters for the FM Department was awarded to FSI Filtration. The award was for one year with the option to renew for two additional years.**

**The FM Department wishes to exercise the first renewal option and continue with FSI Filtration an additional year. FSI Filtration has confirmed their interest to continue at the same rates and terms as awarded. The effective date will be April 1, 2021 through March 31, 2022.**

**I recommend the purchase of HVAC filters continue with FSI Filtration, as presented.**