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: April 29, 2021**

**RE: Facilities Maintenance (FM) Department Renewal of Generator Maintenance and Service: W.W. Williams**

**In June, 2020, the bid for the Generator Maintenance and Service for the District was awarded to W.W. Williams. 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 W.W. Williams. W.W. Williams has confirmed their interest to continue at the same rates and terms as awarded. The effective date will be July 1, 2021 through June 30, 2022**

**I recommend renewing the award for Generator Maintenance and Service continue with W.W. Williams, as presented.**