**Board Memo**

**DATE:** 5/19/2021

**AGENDA ITEM DETAILS:**

**School/Department**

Facility Management

**Product Vendor or Grant Issuer**

DC Elevator

**Product or Grant Name**

Elevator Inspection and Maintenance

**Date/Term (Beginning and End Dates/Year)**

August 1, 2021 - July 31, 2022

**APPLICABLE BOARD POLICY:**

04.32 Model Procurement Code Purchasing

**DESCRIBE USE OF CONTRACT/PURCHASE/AGREEMENT**

The award for Elevator Maintenance was made to DC Elevator in 2020 with the option to renew for 3 years. Facility Management and DC Elevator mutually agree to renew the bid award for the 2nd year.

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

$3559.68

**Funding Source**

General Fund

 **\*If more than one funding source, list below along with amount or percent for each source**

N/A

**IF THIS IS A GRANT, ENTER AMOUNT TO BE AWARDED:**

N/A

**RECOMMENDATION:**

I recommend approval of the award renewal to DC Elevaor, as presented.

**CONTACT PERSON: (submitter)**

Jehan M. Ghouse, Purchasing Administrator