**Board Memo**

**DATE:** 5/2/2022

**AGENDA ITEM DETAILS:**

**School/Department**

Facilities Maintenance Department

**Product Vendor or Grant Issuer**

Seco Electric

**Product or Grant Name**

Fire Alarm Inspection

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

July 1, 2022 through June 30, 2023

**APPLICABLE BOARD POLICY:**

04.32 - Model Procurement Code Purchasing

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

In June 2020, the bid for Fire Alarm Inspections for the District was awarded to Seco Electric. The award was for one year with the option to renew for two additional one year contracts.

The Facility Maintenance Department wishes to exercise the second renewal option and continue with Seco Electric. Seco Electric has confirmed their interest to continue with a $400 or 2.3% increase and same terms as awarded. The effective date will be July 1, 2022 through June 30, 2023.

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

$18,000.00

**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 renewing the award for Generator Maintenance and Service continue with Seco Electric as presented.

**CONTACT PERSON: (submitter)**

Roxanne Collins, Purchasing Administrator