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## Interoffice Memorandum

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**TO:** All Bidders  
**FROM:** Jonathan Crosby  
**SUBJECT:** Addendum to bid 16-003-BOE  
**DATE:** December 7, 2015  
**CC:** Natalie Carrigan, Buffy Barry

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For bid #16-003-BOE, we are permitting vendors to utilize the Smart Refresh program with formal documentation from SMART Technologies. All disconnected previously used equipment not eligible for this program **must** remain intact and left at the schools.