

Date: April 16, 2019

To: Dr. Michael Lubelfeld, Superintendent of Schools
Members of the Board of Education

From: Christopher Wildman, CPA, Chief Financial Officer, and Treasurer
Kevin Liebe, Director of Operations, Facilities, and Transportation

Subject: Approval to Award the Bid for the Northwood Jr HS at Elm Place Kitchen Equipment

Policy Alignment: Policy 4:60 Purchase and Contract

Strategic Plan Alignment: We practice fiscal responsibility while maintaining an operating fund balance of at least 25%.

Disposition: Action

Executive Summary:

A Request for Bid (RFB) for the furnishing of the Kitchen Equipment for the Northwood Junior High at Elm Place was developed and a notice was advertised in the Daily Herald on March 27, 2019. A pre-bid meeting and walk-thru were held on April 4, 2019, where one (1) vendor attended, no addendum was issued.

On April 11, 2019, one (1) bid package was opened and publicly read aloud. The bid package was received from Great Lakes Hotel Supply (see attached bid tabulation). Although Great Lakes Hotel Supply was the only bidder for this project, the administration has reviewed the bid document and determined Great Lakes Hotel Supply as being the lowest responsible and responsive bidder and whose proposal complied with all of the requirements.

Based on this information, Administration recommends that at the April 16, 2019 Board Meeting, the Board award the contract to Great Lakes Hotel Supply for the Northwood Jr HS at Elm Place Kitchen Equipment in the amount of \$78,150.00.

Recommendation: Approval

Suggested Motion: May I have a motion to approve awarding the contract to Great Lakes Hotel Supply for the Northwood Jr. HS at Elm Place kitchen equipment in the amount of \$78,150.00.

