


# Memorandum

**To:** Doug Hasler, CFO/Executive Director of Business Services  
School Board Members

**From:** Dave Spooner   
Manager of Facilities

**Date:** March 19, 2018

**Re:** Annual Quote for District-Wide Contract Services

The following quote was solicited according to statute and School Board Policy for services to be performed from July 1, 2018 through June 30, 2019, with the option to renew for two (2) additional one-year periods if acceptable to both parties.

## **Quote #4285 – District-wide Elevator Inspection and Service**

Quotes were solicited from four contractors for District-wide Elevator Inspection and Service. It is recommended the Duluth School Board approved entering into a contract with Schindler Elevator Corporation based on their low quote with an estimated value of \$29,680.50

## **Recommendation**

I recommend the Duluth School Board approve entering into a contract with Schindler Elevator Corporation for a total estimated value of \$29,680.50 for the period of July 1, 2018 through June 30, 2019. It is also recommended that the Duluth School Board approve the option to renew this contract for two (2) additional one-year periods if the amount is determined to be acceptable by both the Director of Business Services and the Facilities Manager. Quote tabulation is attached for your reference. If you concur, please sign all copies of the attached agreement.

Attachment