



San Elizario ISD  
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## MEMORANDUM

**To:** Members of the Board of Trustees  
**From:** Norberto Rivas, Chief Financial Officer  
Jesus Martinez, Director of Support Services  
**Subject:** Purchase order # 45176 – ESA Construction, Inc.  
**Date:** July 20, 2022

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### HISTORY:

During this past spring break, a strong windstorm damaged the softball bleacher fabric shade canopy at the high school. The canopy sustained damage to the upper canopy structure to include the fabric shade cover which was torn and can't be repaired, it needs to be replaced.

### RATIONALE:

In reviewing other options that would provide a better value in the long run to the district, instead of the current fabric shade canopy, we requested a quote for a single slope steel shade canopy with metal roofing to replace both current structures. The structure will be like the metal shade canopy that was recently constructed for the baseball field bleachers. We selected a vendor that is part of the Region 19 purchasing Co-Op #17-7261. Vendors in the purchasing Co-Op have gone through the Co-Ops bidding process.

**BUDGET:** The funds to cover this purchase have been allocated under the 199-account budget.

### ADMINISTRATIVE RECOMMENDATION:

The administrative recommendation is to approve the purchase order for ESA Construction, Inc.

**Please check one:**    For approval    Report / Information only    Recognition only

*San Elizario ISD's mission is to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match learning needs of students, employ and retain a quality staff so that San Elizario is a proud, innovative and academically superior district*