



# Memorandum

Date: December 9, 2024

To: Board of Directors of the Pendleton School District 16R

From: Michelle Jones, Director of Business Services

Subject: Heating, Ventilation, and Air Conditioning (HVAC) Maintenance and Repair Services Contract

**Proposal:** On September 4, 2024, the District issued a Request for Proposals (RFP) for district-wide HVAC Maintenance and Repair Services. The district received four responses to the request for proposals. HMS Commercial Services was the successful proposer recommended by the RFP evaluation committee. The evaluation of the proposals was conducted and scored in accordance with the terms and conditions outlined in the solicitation document. The contract period for these services is November 15, 2024 through June 30, 2027, pending board approval.

**Recommendation:** Michelle Jones, Director of Business Services, recommends the approval of HMS Commercial Services to provide HVAC Maintenance and Repair Services for the Pendleton School District.

**Motion:** I move that HMS Commercial Services be approved to provide HVAC Maintenance and Repair Services for the Pendleton School District.

Motion for Approval:  
Made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Motion for Rejection:  
Made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Motion for Further Consideration:  
Made by \_\_\_\_\_ Seconded by \_\_\_\_\_