



MEMORANDUM

TO: Southwest Texas College Board of Trustees

FROM: Administration

SUBJECT: Authorization to Issue Request for Proposals (RFP's) for Elevator Installation

DATE: 01/09/2026

We have been working extensively with our architect, Davis Powell, on developing the blueprints for the installation of elevators in the Administration and Library buildings. These two projects will be funded from the Revenue Bond Proceeds. We request that the Board authorize the President to prepare and issue the appropriate request for proposals for this project. After receiving the submittal, a recommendation will be made for board's consideration.