



MEMORANDUM

TO: Shawn Pratt, Superintendent

FROM: Laura Duree, Director of Purchasing

DATE: April 20, 2026

RE: RFP2025-07-638 Fine Arts Equipment, Supplies, and Services

The above referenced solicitation was advertised on July 18, 2025, July 25, 2025, January 16, 2026, and January 23, 2026. Vendors were required to submit responses by March 27, 2026, at 2:00 P.M. to be considered for this board recommendation. Bid notifications were sent to all registered vendors with commodities regarding Fine Arts Equipment, Supplies, & Services via the purchasing e-Bidding site.

One (1) proposal was submitted, opened and evaluated with the results detailed in the attached Evaluation Summary. It is recommended to award the vendor in the attached Award Summary based on the best value to the district. Purchases are to be made on a "comparison basis" utilizing individual vendor rates and discounts. This will allow campuses and departments to determine the best value for purchases throughout the year.