



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 # 45175 – ESA Construction, Inc.
Date: July 20, 2022

HISTORY:

During a walkthrough of the Borrego Campus, the School Principal, Mrs. Wilks asked if it would be possible to add to the current shade structure that is at the front entrance of the school, to provide additional shelter for students. Extending a shade structure out to the front and to the sides would provide additional shelter for students while they wait in the front of the school to be picked up.

RATIONALE:

Adding an extension to the existing shaded area would benefit the student at Borrego while they are dropped off in the morning, and would also benefit while students wait to be picked up in the afternoons. Loya and Sambrano have similar shade structures in the front of their campuses. We selected a vendor that is part of the Region 19 purchasing Co-Op # 21-7411. Vendors in the purchasing Co-Op have gone through the Co-Op's 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