



"Every Student, Every Day"

## Memorandum

Date: February 13, 2019  
To: Board of Directors of the Pendleton School District 16R  
From: Michelle Jones, Director of Business Services  
Subject: Pendleton High School Greenhouse

**Background:** Mid-December, the District issued a request for proposals for the installation of a new greenhouse on the high school property. The district received two responses to the RFP. Kirby Nagelhout Construction Company was the successful bidder based on the proposal evaluation and cost. This project will be fully funded through the Measure 98 – High School Success Grant.

**Recommendation:** Michelle Jones, Director of Business Services, recommends the approval of Kirby Nagelhout Construction Company for the construction and installation of the greenhouse on the Pendleton High School property.

**Motion:** I move that Kirby Nagelhout Construction Company be approved for the construction and installation of the Pendleton High School greenhouse.

Motion for Approval:

Made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Motion for Rejection:

Made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Motion for Further Consideration:

Made by \_\_\_\_\_ Seconded by \_\_\_\_\_