



Oak Park Elementary School District 97

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TO: Dr. Albert G. Roberts, Superintendent of Schools

FROM: Therese M. O'Neill, Asst. Supt. Finance & Operations
Norman Lane, Director of Buildings & Grounds

SUBJECT: Custodial Supply Bid

DATE: November 8, 2011

At the April 26, 2011 meeting, the Board of Education approved the award of the Custodial Supply bid in the total amount of \$79,946.66 to six individual companies. Once that bid was approved, purchase orders were created after July 1, materials received and then subsequent invoices billed. As the bills were being processed, the system rejected payments because there was not enough money in the budgeted line. Upon investigation, it was learned that the recommendation was based upon a flawed spreadsheet and as such, incorrect amounts were reported by vendor and amount.

In checking with legal counsel, given that an appropriate bid was taken, the only action required by the Board is to re-affirm its award of the Custodial Supply Bid to the vendors identified with the correct award amounts.

I have attached the re-affirmation Board resolution for your consideration.

tmo

Attachments (1)