



Memorandum

To: Dr. V. Sue Cleveland, Superintendent
CC: File
From: Tom Weeks, Chief Procurement Officer
Date: March 23, 2016
Re: Award of IFB#2016-010-IT, Purchase of Compact Cargo Vans

Dear Dr. Cleveland,

The Procurement Department has received one response from Don Chalmers Ford for the purchase of seven (7) compact Cargo Vans and wishes to recommend and request from the Governing Board approval to award the contract to Don Chalmers Ford. The total amount of award will be \$159,593.00.