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PURCHASING OFFICE

INTER-DEPARTMENTAL MEMO

TO: Mike Ball
DATE: December 6, 2007
SUBJECT: Door and Lock Hardware RFB #8-006

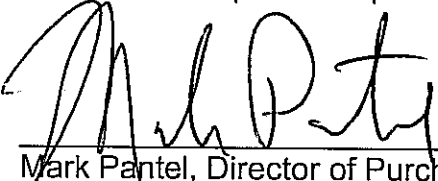
Request for Bid (RFB) #8-006, Door and Lock Hardware Bid was mailed November 13, 2007 to nine bidders, advertised November 9 and 16, 2007 and posted on the district website. Five vendors responded to the bid, which opened November 27, 2007. The responsive bidders were:


<u>Vendors Name</u>	<u>Total Bid</u>
Fairway Supply	\$22,964.26
Acme Architectural Hardware	\$17,601.52
Clark Security Products	\$15,956.39

Clark Security Products submitted the lowest overall bid and Acme Architectural Hardware the second lowest bid based on the estimated annual quantities of door and lock hardware used by the Operations Department. References for both of these vendors were acceptable.

The lead time of some door and lock hardware products is long and availability limited. It is the recommendation of Mark Pantel, Director of Purchasing and David Norton, Director of Operations and Maintenance to award the Door and Lock Hardware Bid # 8-006 to both Clark Security Products and Acme Architectural Hardware.

An award to multiple vendors will help assure product availability for the district. The vendor with the lowest price will be contacted first. If the item is not available within the time period required the other vendor may be contacted as well.


Mark Pantel, Director of Purchasing


David Norton, Director of Operations