

John Silveri
Interim Superintendent

Debi Fragomeni
Deputy Superintendent of Teaching and Learning



Matthew McDaniel, CPA
Assistant Superintendent of Business Operations

David Murphy
Assistant Superintendent for Human Resources

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Memorandum of Recommendation
December 11, 2023

TO: John Silveri, Interim Superintendent

FROM: Matthew McDaniel, Assistant Superintendent for Business Operations

RE: **Recommendation for Approval of Equipment Trailers**

On October 26, 2023 the district advertised a Request for Proposals for Band and Athletic Equipment Trailers in the local publication, the Rochester Post, and posted RFP documents on the Purchasing pages of the district's website, Sigma, and BidNet Direct. Bidding closed on November 9, 2023 at 2:00pm and the district received six (6) responses.

This request is to fund the cost to purchase 3 - 8' x 24' utility trailers to transport band and athletic equipment to athletic and band events. One trailer will be provided for each high school. With the reduction in RCS Ground's Maintenance staff, there is a lack of staff to transport this equipment to all the scheduled events districtwide. With the purchase of these trailers, the responsibility of transporting equipment to and from events, will be done by high school staff or athletic or band boosters. The process of transporting equipment, by high school staff or boosters, is common with school districts across the State.

The proposals were evaluated by the Director of Capital Projects, Pete Muscio. Bids were analyzed for bid content and inclusion of required submittals by the Purchasing Supervisor, Jennifer Fickel.

The proposal summary is attached, and proposal documents are on file in the Purchasing Department. The source of funding is the 2015 Bond.

Based on this information, we recommend **THAT the District award Trailer Country USA for the purchase of three (3) Band and Athletic Equipment Trailers at \$12,760 each, plus an allowance of \$1,500.00 for any unforeseen accessory that may be needed, for a total cost of \$39,780.00.**



Category No. :	N/A
Project:	24.03 Band and Athletic Equipment Trailers
Bid Category/Description:	N/A

	Date:	Time:
Bids Due:	11/9/2023	2:00pm
Bids Opened:	11/9/2023	2:00pm

Company	Total Bid				Delivery Terms	Iran Economic Sanction	Familial Disclosure	Bid Bond	Comments
American Trailer Mart	\$ 15,270.00					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	unit pricing; 30 day quote
Coast to Coast	\$ 51,390.00					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Kelley & Sons Trailers	\$ 47,985.00				8-10 weeks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Shores Trailer Sales	\$ 36,495.00					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Trailer Country USA	\$ 38,280.00					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Verde Inc	\$ 53,985.00					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Apparent Low Bidder:	\$ 36,495.00
Company Name:	Shores Trailer Sales