

CHRONOLOGY OF THE AGENDA ITEM

In an effort to provide access to portable air condition units on an as needed basis, at an affordable price over the course of a year from multiple vendors, a formal Invitation to Bid for the rental of Portable Air Condition units issued on June 16, 2022 through the Purchasing Department. Bids were received on July 12, 2022 from three (3) firms, reviewed and deemed responsive to the requirements of solicitation. This bid includes four (4) one (1)-year renewal options through 2026.

The Facilities Department reviewed the bids from the responsive bidders and selected **Sun Belt Rentals, Inc.** as the primary vendor with the lowest fixed price per item that met all required specifications and **Spot Coolers, Inc.**, as the secondary vendor. In the event the primary supplier is unable to provide services, the secondary vendor may be used. This allows the District to perform services without impeding the process due to lack of availability by any one vendor.