



# *Lawton Chiles High School*

*"Cognosco, Duco, Perficio" - "I learn, I lead, I achieve"*

Mr. Joseph L. Burgess, Principal  
Ms. Calli Pickens, Assistant Principal  
Mr. John P. Swope, Assistant Principal  
Mr. Jeff Lightfoot, Assistant Principal  
Mr. Michael Lassiter, Dean of Students

TO: June Kail, Purchasing Director

FROM: Joseph Burgess, Principal Chiles High School

DATE: October 17, 2016

SUBJECT: Bid No. 5419-2017 – Stage Curtains for Chiles High School

The Purchasing Department issued an Invitation to Bid (ITB) to identify qualified vendors and establish a contract for the purchase of Theater Stage Curtains for Chiles High School.

Six (6) vendors submitted proposals in response to the ITB. It is my recommendation that the contract be awarded to Americanna, Inc., the lowest responsive responsible bidder in the amount of \$25,855.00, which is within budget.

Should you have any questions regarding this matter, please do not hesitate to contact me at 488-1756. Thank you for your time and support in the procurement process.

Sincerely,

Joseph L. Burgess  
Principal

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