

# Memo

**To:** Brent Morelock

**From:** David Sewell, Sandra Sloan, Stacey Fields, & Nikisha Eichmann

**Date:** April 10, 2023

**Re:** Recommendation to Award

---

The review committee have met to review and discuss the 4 RFP's submitted for the MRO, Janitorial, Plumbing, Electrical, & Industrial Items. We rated each RFP based on 11 categories on a scale of 1-5 (5 being the best).

HD Supply Facilities Maintenance has a local facility in Kingsport where employees can walk in and make purchases at a discounted rate. They have a personalized online store, can deliver to all locations, and can supply MRO, janitorial, plumbing, electrical, & industrial items.

Ford System, Inc. has a local store located in Kingsport making it easily accessible for employees to go in to the store and make purchases at a discounted rate. They have an online store, can deliver to all locations, and can supply janitorial supplies & equipment.

It is our recommendation to award HD Supply Facilities Maintenance as the primary vendor and Ford System Inc. as our secondary vendor to be used on an as needed basis.