

## MEMORANDUM

**TO:** Record

**FROM:**  Carla Smith

**SUBJECT:** **5111 – K12 Classroom Furniture, Installation and Related Products and Services**

# DATE: August 4, 2022

A pre-proposal teleconference was held at **11:00 am** for the above referenced RFP.

The following offerors were in attendance:

 **Representative Name Company Name**

 **Bill Waide FSI**

 **Misty French Virco**

 **John Stafford BSN Sports, LLC**

 **Alicia Menster HON Company**

 **Yuri Ahn VS America**

 **Kelli Plamann Krueger International, Inc.**

 **Dan Driessche Media Technologies**

 **Melissa Lincoln The Hon Company**

 **Peggy D’Epiro Delta Graphic Inc**

 **David Kidd GovMVMT**

 **Debbie Wool Service Supply**

 **Brian Kirkwood Virco Inc**

 **Abby Jerome Meteor Education**

 **Lorrie Gibbs Smith System Manufacturing**

 **David Azer Hertz Furniture**

 **Christen Jones Virco**

 **Kelly Davis Smith System**

 **Mutty Leiser Hertz Furniture**

 **Nick Monroe Delta Graphic Inc**

 **Kristy Lohmiller School Outfitters**

 **Jessica Allen Meteor Education**

The following **Department** representatives were in attendance:

 **Carla Smith- Procurement Coordinator, Office of Purchasing**

 **Carey Underwood- Procurement Specialist, Office of Purchasing**

 **Sara Duplain- Procurement Assistant II, Office of Purchasing**

There were 20 questions asked and the responses are included in Addendum **1** that was posted on DemandStar on **August 10, 2022** and is also part of the file.