

## 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.