



Subject: Bidder Recommendation Notice

Date: April 9, 2025

Dear Mt. Vernon Board,

I hope this message finds you well. We are writing to inform you that Guardian Relocation has come in as the lowest bid in your campus move and it is our recommendation to move forward with their bid of their "not to exceed" \$71,000. We will ask that they track their hours throughout the process so you may see the time/work progress. They will be relocating your school's contents and furniture based on our walkthrough and conversations to the new locations within your campus.

We are excited about these moves, and we anticipate a smooth transition with minimal disruption to your operations for preparing your school for the upcoming year. Our move is scheduled to begin on June 2, 2025, however, with acceptance of the low bidder, we will work with schedules to accommodate an earlier start time where possible. We plan to have the project completed no later than July 25th, 2025.

Should you require any additional information or have specific questions related to this move, please feel free to contact myself, Julie Hutcheson (jhutcheson@relostrategies.com) or Jules Merriman (jmerriman@relostrategies.com) at Relocation Strategies and we will answer your questions as soon as possible.

We appreciate your continued partnership and look forward to working with you this summer.

Thank you for your attention to this matter.

Best regards,

Julie Hutcheson

Project Manager + Senior Designer

Relocation Strategies + Relo Design

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