



G

Department of Transformation and Shared Services

Governor Sarah Huckabee Sanders

Secretary Joseph Wood

Director Edward Armstrong

June 9, 2023

The Honorable Scott Flippo, Co-Chairperson
The Honorable Les D. Eaves, Co-Chairperson
ALC Review
State Capitol Building, Room 315
Little Rock, Arkansas 72201

Dear Senator Flippo and Representative Eaves,

Please allow this letter to supplement the one I wrote to you previously. Upon further review and inquiry, I have become aware of a contract between the Arkansas Department of Education (ADE) and the Little Rock Marriott (Marriott) that appears to have been improperly procured.

The contract is for multiple conference rooms and catering services at a total cost of one hundred twenty thousand, three hundred forty two dollars and twenty two cents (\$120,342.22). Under Arkansas Procurement Law, unless an exemption or other procurement law applies, contracts for seventy-five thousand dollars (\$75,000.00) or more are required to be solicited using competitive sealed bids or requests for sealed proposals. See Ark. Code Ann. § 19-11-229 and Ark. Code Ann. § 19-11-230.

ADE has informed me and provided documentation that it obtained a competing bid, which was higher, but it was not sealed. Because there was a technical violation of Arkansas Procurement Law, I am presenting it to your review under Ark. Code Ann. § 19-11-247(d). This will allow the contract to be ratified so that the ADE can pay Marriott for the services it already provided.

Should you have any questions, we will do our best to see that they are answered.

Sincerely,

A handwritten signature in blue ink that reads "E. Armstrong". The signature is fluid and cursive.

Edward R. Armstrong
Director, Office of State Procurement
Dept. of Transformation and Shared Services

Office of State Procurement

501 Woodlane Street, Suite 220 * Little Rock, AR 72201 * 501.324.9316

Item G page 1



Arkansas Department of Education

Four Capitol Mall • Little Rock, Arkansas • 72201-1030 • (501) 682-4475 • Fax (501) 682-1079

Sarah Huckabee Sanders
Governor

Jacob Oliva
Secretary

June 7, 2023

Ed Armstrong, Director
Arkansas Office of State Procurement
501 Woodland, Suite 201
Little Rock, Arkansas 72201

Mr. Armstrong,

The Department of Education created Purchase Order # 4502149379 on May 16, 2023 after approval of purchase requestion #100972161. This purchase order was created using the General Procurement Authority Delegation Order, which will expire on July 1, 2023. In doing so, ADE signed a contract with the Marriott Hotel to host the Teaching & Learning Collaborative, on May 24 & 25, 2023, that focused on three DESE priorities. The first was the launching of the new statewide assessment system ATLAS (Arkansas Teaching & Learning Assessment System). During these sessions ADE staff, alongside representatives from Cambium, explained the features and components of ATLAS. Participants were able to preview the testing portal and gained understanding of the various blueprints for the three content area assessments. The second priority was an overview of the newly revised math and ELA standards and essential content for science. During these sessions, participants received an overview from DESE curriculum leads on the changes in math and ELA standards that were SBE approved in April. A session also highlighted essential science content that was grounded in the current science standards. The third priority was a presentation of the Roadmap to High-Quality Professional Learning as part of the Arkansas Initiative for Instructional Materials (AIIM). During this session participants identified where they were in the process of implementing HQPL. As part of AIIM, a new online resource called the Arkansas Professional Learning Partner Guide was launched as a tool by which districts can select a HQPL partner that has been vetted.

During the procurement process, ADE collected three quote bids that exceeded the competitive bid threshold, which should have required a sealed bid process. This oversight was not discovered until after the conference had already occurred and the Marriot Hotel invoiced ADE for payment.

ADE has taken corrective action by re-training staff to ensure that purchasing thresholds and procurement procedures are correctly followed for all future events and no contracts are signed before being submitted to the TSS-Office of State Procurement.

Therefore, I request the Marriott Hotel contract be ratified. If you should have any follow-up questions, please contact Greg Rogers at greg.rogers@ade.arkansas.gov or 501-682-4476.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jacob Oliva", is written over a blue horizontal line.

Jacob Oliva, Secretary
Arkansas Department of Education



AR DEPT OF EDUCATION
 ABBY CRESS
 #4 CAPITOL MALL, ROOM 204B
 LITTLE ROCK AR 72201

DATE 06/05/23
 ACCT# CP 356

PLEASE RETURN THIS PORTION WITH YOUR REMITTANCE \$ _____

DATE	REFERENCE	CHARGES	CREDITS	BALANCE DUE
06/05	TEACHING & LEARNING	120342.22		120342.22
				120342.22

CURRENT	30 TO 60 DAYS	60 TO 90 DAYS	OVER 90 DAYS	TOTAL DUE
120342.22	.00	.00	.00	120342.22

Payment is due immediately upon receipt of this statement. In the event payment is not made within 25 days after receipt of the original of this statement, the Hotel may immediately impose a LATE PAYMENT CHARGE on the unpaid balance at the rate of the lower of 1.5 % per month (ANNUAL RATE 18 %) or the maximum allowed by law, plus, all reasonable costs of collection, including attorney fees. Please contact the Hotel's Controller's Office if you have any questions regarding this statement.

06/05/23
ARKANSAS DEPARTMENT OF ED
4 CAPITOL MALL RM 30
LITTLE ROCK

LITTLE ROCK MARRIOTT
GROUP MASTER ACCOUNT
FOR
TEACHING AND LEARNING COL
AR 72201-1013

REFERENCE # 12
ACCOUNT: 56665
ARRIVE: 05/23/23
DEPART: 05/25/23

MASTER SUMMARY

=====

TOTAL ROOM, TAX, AND INCIDENTAL CHARGES:	\$.00
TOTAL CATERING CHARGES:	\$120342.22
MISCELLANEOUS CHARGES:	\$.00

SUBTOTAL:	\$120342.22
LESS CREDITS:	\$.00
LESS ADVANCE DEPOSIT:	\$.00

AMOUNT DUE:	\$120342.22
	=====

06/05/23
ARKANSAS DEPARTMENT OF ED
4 CAPITOL MALL RM 30
LITTLE ROCK

LITTLE ROCK MARRIOTT
GROUP MASTER ACCOUNT
FOR
TEACHING AND LEARNING COL
AR 72201-1013

REFERENCE # 7
ACCOUNT: 56665
ARRIVE: 05/23/23
DEPART: 05/25/23

CATERING SUMMARY

=====

DATE	LINE#	DESCRIPTION	REFERENCE	AMOUNT
05/24/23	1	BANQUETS	431410	\$17636.00
	2	BANQUETS	697130	\$20942.75
	3	BANQUETS	053300	\$26869.89
			SUBTOTAL:	\$65448.64
05/25/23	4	BANQUETS	093430	\$18738.25
	5	BANQUETS	053390	\$17636.00
	6	BANQUETS	697160	\$9205.19
			SUBTOTAL:	\$45579.44
06/02/23	7	BANQUETS	393344	\$9314.14
			SUBTOTAL:	\$9314.14
			TOTAL CATERING CHARGES:	\$120342.22

Little Rock Marriott

(501) 906-4000

Check #: 431410
Print #: 1
Status: Posted
Business Type: Group
Function Space: Salon A
Event Manager: Ashley Cordial

Teaching and Learning Collaborative Arkansas
Department of Education MAY 2023
4 Capitol Mall Rm 302B
Little Rock, AR 72201-1013

Page #: 1
Folio #: 56665
Bill Method: Direct Bill
Event Order #: 984089

Contact: Abby Cress
Wednesday, May 24, 2023

Quantity	Item	Unit Price	Total Price
Food			
400	Hotel, Make Your Own All American Buffet	\$32.00	\$12,800.00
	Subtotal Food		\$12,800.00
	Hotel Service Charge 25%		\$3,200.00
	Food Tax 10.625%		\$1,360.00
	Service Charge Tax 8.625%		\$276.00
	Grand Total:		\$17,636.00

Signature: _____

GUEST COPY

All Meeting Rooms, Food & Beverage, and Related Services are subject to tax (currently 8.625% Sales Tax, 10.625% Beer and Wine Tax, and 32.625% Liquor Tax), and are subject to change without notice. Prior to the application of any taxes, all Food & Beverage and Meeting Room prices will be subject to a 25% Administrative Charge. The Administrative Charge is not a Gratuity or tip and, accordingly, is subject to all applicable Taxes. THE HOTEL WILL BE PREPPED FOR GUARANTEED NUMBER OF GUESTS ONLY, IN THE EVENT THE ACTUAL GUESTS EXCEED THE GUARANTEE, A 25% SURCHARGE WILL BE APPLIED TO THE ADDITIONAL GUESTS.

Little Rock Marriott
(501) 906-4000

Check #: 697130
 Print #: 1
 Status: Posted
 Business Type: Group
 Function Space: Salon A
 Event Manager: Ashley Cordial

Teaching and Learning Collaborative Arkansas
 Department of Education MAY 2023
 4 Capitol Mall Rm 302B
 Little Rock, AR 72201-1013

Page #: 1
 Folio #: 56665
 Bill Method: Direct Bill
 Event Order #:984141

Contact: Abby Cress
 Wednesday, May 24, 2023

Quantity	Item	Unit Price	Total Price
Food			
400	Hotel, Italian Buffet Lunch Buffet	\$38.00	\$15,200.00
	Subtotal Food		\$15,200.00
	Hotel Service Charge 25%		\$3,800.00
	Food Tax 10.625%		\$1,615.00
	Service Charge Tax 8.625%		\$327.75
	Grand Total:		\$20,942.75

Signature: _____

GUEST COPY

All Meeting Rooms, Food & Beverage, and Related Services are subject to tax (currently 8.625% Sales Tax, 10.625% Beer and Wine Tax, and 32.625% Liquor Tax), and are subject to change without notice. Prior to the application of any taxes, all Food & Beverage and Meeting Room prices will be subject to a 25% Administrative Charge. The Administrative Charge is not a Gratuity or tip and, accordingly, is subject to all applicable Taxes. THE HOTEL WILL BE PREPPED FOR GUARANTEED NUMBER OF GUESTS ONLY, IN THE EVENT THE ACTUAL GUESTS EXCEED THE GUARANTEE, A 25% SURCHARGE WILL BE APPLIED TO THE ADDITIONAL GUESTS.

Little Rock Marriott
(501) 906-4000

Check #: 53300
 Print #: 1
 Status: Posted
 Business Type: Group
 Function Space: MULTIPLE
 Event Manager: Ashley Cordial

Teaching and Learning Collaborative Arkansas
 Department of Education MAY 2023
 4 Capitol Mall Rm 302B
 Little Rock, AR 72201-1013

Page #: 1
 Folio #: 56665
 Bill Method: Direct Bill
 Event Order #:984117

Contact: Abby Cress
 Wednesday, May 24, 2023

Quantity	Item	Unit Price	Total Price
Food			
Coffee Break, Salons B & C			
12	Hotel, Freshly Brewed Regular Coffee	\$69.00	\$828.00
3	Hotel, Freshly Brewed Iced Tea	\$69.00	\$207.00
520	Hotel, Soft Drinks	\$4.00	\$2,080.00
500	Hotel, Bottled Water	\$4.00	\$2,000.00
552	Assorted Dry Snacks	\$7.00	\$3,864.00
159	Hotel, Individual Bags of Chips	\$6.00	\$954.00
	Subtotal Food		\$9,933.00
Room Rental			
Hold, Salons B & C			
1	Salons B & C	\$10,000.00	\$10,000.00
	Subtotal Room Rental		\$10,000.00
Miscellaneous			
Hold, Salons B & C			
3	Stage 18 x 8 - (3) 6x8 pcs needed for stage	\$75.00	\$225.00
1	Podium	\$75.00	\$75.00
	Subtotal Miscellaneous		\$300.00
	Hotel Service Charge 25%		\$5,058.25
	SH Service Charge 25%		\$56.25
	Sales Tax 8.625%		\$25.88
	Food Tax 10.625%		\$1,055.38
	Service Charge Tax 8.625%		\$441.13
	Grand Total:		\$26,869.89

Signature: _____

GUEST COPY

All Meeting Rooms, Food & Beverage, and Related Services are subject to tax (currently 8.625% Sales Tax, 10.625% Beer and Wine Tax, and 32.625% Liquor Tax), and are subject to change without notice. Prior to the application of any taxes, all Food & Beverage and Meeting Room prices will be subject to a 25% Administrative Charge. The Administrative Charge is not a Gratuity or tip and, accordingly, is subject to all applicable Taxes. THE HOTEL WILL BE PREPPED FOR GUARANTEED NUMBER OF GUESTS ONLY, IN THE EVENT THE ACTUAL GUESTS EXCEED THE GUARANTEE, A 25% SURCHARGE WILL BE APPLIED TO THE ADDITIONAL GUESTS.

Little Rock Marriott

(501) 906-4000

Check #: 93430
Print #: 1
Status: Posted
Business Type: Group
Function Space: Salon A
Event Manager: Ashley Cordial

Teaching and Learning Collaborative Arkansas
Department of Education MAY 2023
4 Capitol Mall Rm 302B
Little Rock, AR 72201-1013

Page #: 1
Folio #: 56665
Bill Method: Direct Bill
Event Order #:984228

Contact: Abby Cress
Thursday, May 25, 2023

Quantity	Item	Unit Price	Total Price
Food			
400	Hotel, Southwest Salad Bowl Lunch Buffet	\$34.00	\$13,600.00
	Subtotal Food		\$13,600.00
	Hotel Service Charge 25%		\$3,400.00
	Food Tax 10.625%		\$1,445.00
	Service Charge Tax 8.625%		\$293.25
	Grand Total:		\$18,738.25

Signature: _____

GUEST COPY

All Meeting Rooms, Food & Beverage, and Related Services are subject to tax (currently 8.625% Sales Tax, 10.625% Beer and Wine Tax, and 32.625% Liquor Tax), and are subject to change without notice. Prior to the application of any taxes, all Food & Beverage and Meeting Room prices will be subject to a 25% Administrative Charge. The Administrative Charge is not a Gratuity or tip and, accordingly, is subject to all applicable Taxes. THE HOTEL WILL BE PREPPED FOR GUARANTEED NUMBER OF GUESTS ONLY, IN THE EVENT THE ACTUAL GUESTS EXCEED THE GUARANTEE, A 25% SURCHARGE WILL BE APPLIED TO THE ADDITIONAL GUESTS.

Little Rock Marriott
(501) 906-4000

Check #: 53390
 Print #: 1
 Status: Posted
 Business Type: Group
 Function Space: Salon A
 Event Manager: Ashley Cordial

Teaching and Learning Collaborative Arkansas
 Department of Education MAY 2023
 4 Capitol Mall Rm 302B
 Little Rock, AR 72201-1013

Page #: 1
 Folio #: 56665
 Bill Method: Direct Bill
 Event Order #:984189

Contact: Abby Cress
 Thursday, May 25, 2023

Quantity	Item	Unit Price	Total Price
Food			
400	Hotel, Make Your Own All American Buffet	\$32.00	\$12,800.00
	Subtotal Food		\$12,800.00
	Hotel Service Charge 25%		\$3,200.00
	Food Tax 10.625%		\$1,360.00
	Service Charge Tax 8.625%		\$276.00
	Grand Total:		\$17,636.00

Signature: _____

GUEST COPY

All Meeting Rooms, Food & Beverage, and Related Services are subject to tax (currently 8.625% Sales Tax, 10.625% Beer and Wine Tax, and 32.625% Liquor Tax), and are subject to change without notice. Prior to the application of any taxes, all Food & Beverage and Meeting Room prices will be subject to a 25% Administrative Charge. The Administrative Charge is not a Gratuity or tip and, accordingly, is subject to all applicable Taxes. THE HOTEL WILL BE PREPPED FOR GUARANTEED NUMBER OF GUESTS ONLY, IN THE EVENT THE ACTUAL GUESTS EXCEED THE GUARANTEE, A 25% SURCHARGE WILL BE APPLIED TO THE ADDITIONAL GUESTS.

Little Rock Marriott

(501) 906-4000

Check #: 697160
Print #: 1
Status: Posted
Business Type: Group
Function Space: MULTIPLE
Event Manager: Ashley Cordial

Teaching and Learning Collaborative Arkansas
Department of Education MAY 2023
4 Capitol Mall Rm 302B
Little Rock, AR 72201-1013

Page #: 1
Folio #: 56665
Bill Method: Direct Bill
Event Order #: 984209

Contact: Abby Cress
Thursday, May 25, 2023

Quantity	Item	Unit Price	Total Price
Food			
Coffee Break, Salons B & C			
15	Hotel, Freshly Brewed Regular Coffee	\$69.00	\$1,035.00
10	Hotel, Freshly Brewed Iced Tea	\$69.00	\$690.00
342	Hotel, Soft Drinks	\$4.00	\$1,368.00
399	Hotel, Bottled Water	\$4.00	\$1,596.00
124	Assorted Candy Bars and Kind Bars	\$7.00	\$868.00
281	Hotel, Individual Bags of Chips	\$4.00	\$1,124.00
Subtotal Food			\$6,681.00
Hotel Service Charge 25%			\$1,670.25
Food Tax 10.625%			\$709.87
Service Charge Tax 8.625%			\$144.07
Grand Total:			\$9,205.19

Signature: _____

GUEST COPY

All Meeting Rooms, Food & Beverage, and Related Services are subject to tax (currently 8.625% Sales Tax, 10.625% Beer and Wine Tax, and 32.625% Liquor Tax), and are subject to change without notice. Prior to the application of any taxes, all Food & Beverage and Meeting Room prices will be subject to a 25% Administrative Charge. The Administrative Charge is not a Gratuity or tip and, accordingly, is subject to all applicable Taxes. THE HOTEL WILL BE PREPPED FOR GUARANTEED NUMBER OF GUESTS ONLY, IN THE EVENT THE ACTUAL GUESTS EXCEED THE GUARANTEE, A 25% SURCHARGE WILL BE APPLIED TO THE ADDITIONAL GUESTS.

Little Rock Marriott

(501) 906-4000

Check #: 393344
Print #: 1
Status: Posted
Business Type: Group
Function Space:
Event Manager: Ashley Cordial

Teaching and Learning Collaborative Arkansas
Department of Education MAY 2023
4 Capitol Mall Rm 302B
Little Rock, AR 72201-1013

Page #: 1
Folio #: 56665
Bill Method: Direct Bill
Event Order #:392892

Contact: Abby Cress
Thursday, May 25, 2023

Quantity	Item	Unit Price	Total Price
Audio Visual			
1	Encore Quote	\$7,324.96	\$7,324.96
Subtotal Audio Visual			\$7,324.96
Hotel Service Charge 25%			\$1,831.24
Service Charge Tax 8.625%			\$157.94
Grand Total:			\$9,314.14

Signature: _____

GUEST COPY

All Meeting Rooms, Food & Beverage, and Related Services are subject to tax (currently 8.625% Sales Tax, 10.625% Beer and Wine Tax, and 32.625% Liquor Tax), and are subject to change without notice. Prior to the application of any taxes, all Food & Beverage and Meeting Room prices will be subject to a 25% Administrative Charge. The Administrative Charge is not a Gratuity or tip and, accordingly, is subject to all applicable Taxes. THE HOTEL WILL BE PREPPED FOR GUARANTEED NUMBER OF GUESTS ONLY, IN THE EVENT THE ACTUAL GUESTS EXCEED THE GUARANTEE, A 25% SURCHARGE WILL BE APPLIED TO THE ADDITIONAL GUESTS.



Rental Order # 1274-4701

Little Rock Marriott
3 Statehouse Plz
Little Rock, AR 72201
Tel: 501-906-4000
Dominic Padula

Arkansas Department of Education

Abby Cress
101 East Capitol Avenue
Suite 101
Little Rock, AR 72201
abby.cress@arkansas.gov
Tel: (501) 682-5535

ADE Teaching and Learning Collaborative 2023

Show Date(s): 05/24/2023 - 05/25/2023
Show Location: Little Rock Marriott
Conveyance Method: Pickup
Billing Method: Master
Currency: USD
Master Account:

Services	Gross	Discount	Discount %	Ext. Price
Equipment Rental	\$6,283.00	\$2,199.05	35.00%	\$4,083.95
Setup Charges	\$2,160.00			\$2,160.00
HSIA Services	\$480.00			\$480.00
Subtotal	\$8,923.00	\$2,199.05	24.64%	\$6,723.95
Sales Tax				\$601.01
Total				\$7,324.96

1 Stereo Mini to XLR Audio Interface

Qty	Rate	OT Rate	DT Rate	Reg Hrs	OT Hrs	DT Hrs	Ext. Price
Setup Charges							\$418.75
Wednesday, May 24, 2023							
1	\$100.00	\$150.00	\$200.00	3.00			\$300.00
1	\$95.00	\$142.50	\$190.00	1.25			\$118.75

Job Note:

Run HDMI to head table or podium

Job#	Room Name	Job Dates
13595	Arkansas Ballroom	05/24/2023 4:15PM - 05/24/2023 5:15PM
Post As	Billing Reference	

Qty	Gross	Discount	Discount %	Ext. Price
Equipment Rental				
1	\$1,057.00	\$369.95	35.00 %	\$687.05
1	\$532.00	\$186.20	35.00%	\$345.80
Meeting Room Projector Pkg				
1	Desktop LCD Proj 2000-4500 Lumen			
1	Safelock Cover			
1	Designer King B' Tripod			
1	Safelock Stand 17"x25" Shelf			
1	10 Channel (4) XLR Compact Mixer			
1	\$200.00	\$70.00	35.00%	\$130.00
Wireless Microphone				
1	UHF Wireless Mic Receiver - Single			
1	UHF Wireless Mic Handheld			
1	\$200.00	\$70.00	35.00%	\$130.00
Small Breakout Speaker Package				
1	JBL 12" 2-Way Powered Speaker			
1	Stereo Mini to XLR Audio Interface			

Qty	Rate	OT Rate	DT Rate	Reg Hrs	OT Hrs	DT Hrs	Ext. Price
Setup Charges							\$418.75
Wednesday, May 24, 2023							
1	\$100.00	\$150.00	\$200.00	3.00			\$300.00
1	\$95.00	\$142.50	\$190.00	1.25			\$118.75

Job Note:

Run HDMI to head table or podium

Job#	Room Name	Job Dates
13596	Conway	05/24/2023 4:15PM - 05/24/2023 5:15PM
Post As	Billing Reference	

Qty	Gross	Discount	Discount %	Ext. Price
Equipment Rental				
1	\$1,057.00	\$369.95	35.00 %	\$687.05
1	\$532.00	\$186.20	35.00%	\$345.80
Meeting Room Projector Pkg				
1	Desktop LCD Proj 2000-4500 Lumen			

1 Safelock Cover							
1 Designer King 8' Tripod							
1 Safelock Stand 17"x25" Shelf							
1 10 Channel (4) XLR Compact Mixer							\$81.25
1 Wireless Microphone	\$200.00	\$70.00			35.00%		\$130.00
1 UHF Wireless Mic Receiver - Single							
1 UHF Wireless Mic Handheld							
1 Small Breakout Speaker Package	\$200.00	\$70.00			35.00%		\$130.00
1 JBL 12" 2-Way Powered Speaker							
1 Stereo Mini to XLR Audio Interface							

Qty	Rate	OT Rate	DT Rate	Reg Hrs	OT Hrs	DT Hrs	Ext. Price
Setup Charges							\$418.75
Wednesday, May 24, 2023							
1 Technician To Set	\$100.00	\$150.00	\$200.00	3.00			\$300.00
1 On-Site Support	\$95.00	\$142.50	\$190.00	1.25			\$118.75

Job Note:

Run HDMI to head table or podium

Job#	Room Name	Job Dates
13597	White Oak	05/24/2023 4:15PM - 05/24/2023 5:15PM
Post As		Billing Reference

Qty	Gross	Discount	Discount %	Ext. Price
Equipment Rental				
1 Meeting Room Projector Pkg	\$1,057.00	\$369.95	35.00 %	\$687.05
1 Desktop LCD Proj 2000-4500 Lumen	\$532.00	\$186.20	35.00%	\$345.80
1 Safelock Cover				
1 Designer King 8' Tripod				
1 Safelock Stand 17"x25" Shelf				
1 10 Channel (4) XLR Compact Mixer				\$81.25
1 Wireless Microphone	\$200.00	\$70.00	35.00%	\$130.00
1 UHF Wireless Mic Receiver - Single				
1 UHF Wireless Mic Handheld				
1 Small Breakout Speaker Package	\$200.00	\$70.00	35.00%	\$130.00
1 JBL 12" 2-Way Powered Speaker				
1 Stereo Mini to XLR Audio Interface				

Qty	Rate	OT Rate	DT Rate	Reg Hrs	OT Hrs	DT Hrs	Ext. Price
Setup Charges							\$418.75
Wednesday, May 24, 2023							
1 Technician To Set	\$100.00	\$150.00	\$200.00	3.00			\$300.00
1 On-Site Support	\$95.00	\$142.50	\$190.00	1.25			\$118.75

Job Note:

Run HDMI to head table or podium

Prepared For: Arkansas Department of Education
Order No: 1274-4701
Total: \$7,324.96

Approved By: _____
Printed On: 05/24/2023 08:51 AM
Prepared By: Jerry Miller
Prepared For: Arkansas Department of Education (Abby Cress)

I acknowledge that I have been offered and refused to purchase Loss Damage Waiver (LDW). I understand that I will be held fully liable for any damage and/or loss to the above listed rented equipment.

Signed Acceptance must be received prior to delivery of equipment to Customer/show site.

Signature as Acceptance of the Proposal and Terms

Date of Acceptance