






INTER-OFFICE CORRESPONDENCE

DATE: 01/12/2026

TO:	SIGNATURES	DATE
	<small>DocuSigned by:</small>  <small>002B80B1720F41D</small> KELLI SHIELDS, CHIEF ADMINISTRATIVE OFFICER	Jan-16-2026
	<small>DocuSigned by:</small>  <small>259BA6174C4944D</small> AYA EALY, DIRECTOR OF PROCUREMENT	Jan-13-2026
	<small>DocuSigned by:</small>  <small>050B2F40B7C04FA</small> MATTHEW MODGLIN, DIRECTOR OF PROJECT MANAGEMENT	Jan-13-2026

FROM: Lashelle Robinson, Sr. Contract Administrator

SUBJECT: Contract No. 26-004 -Alamex USA Inc.
Purchase of Trash Cans and Benches-Centreport Station

Please find attached for your review and authorization one Purchasing Authorization to Award Contract and the Contract Offer and Signature Form document resulting from IFB 26-T004- Purchase of Trash Cans and Benches-Centreport Station. Ten (10) bids were received (see attached)

After evaluating the IFB results, Alamex USA Inc.'s bid was found to be the most responsible and responsive bidder. Procurement recommends awarding a one (1) year Contract to Alamex USA, Inc. for the Purchase of Trash Cans and Benches – (Centreport Station) in the amount of \$30,263.00.

No Board Action required as the dollar amount does not meet or exceed the Board Approval threshold.

Thank you,

Lashelle Robinson,
Sr. Contract Administrator



PURCHASE AUTHORIZATION TO AWARD CONTRACT

BACKGROUND

On November 13, 2025, Trinity Metro issued an IFB 26-T004 Purchase of Trash Cans and Benches-Centreport Station. Ten(10) bids were received. Alamex USA Inc.'s bid was found to be the most responsible and responsive bidder.

PROCUREMENT

The Trinity Metro Procurement Department has followed its procurement policy with this formal solicitation and has complied with all applicable Federal, State, and Trinity Metro procurement requirements.

FINANCE

Funding for these services will be paid from operating and grant funds.

RECOMMENDATION

Procurement recommends that Trinity Metro enter into a one (1) year Contract with Alamex USA, Inc. for the Purchase of Trash Cans and Benches – (Centreport Station) in the amount of \$30,263.00.

By: DocuSigned by:
Matthew Modglin Date: Jan-13-2026
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Matthew Modglin, Director of Project Management

By: DocuSigned by:
Aya Ealy Date: Jan-13-2026
250BA6174E4344D...
Aya Ealy, Director of Procurement