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**PURCHASING OFFICE**

**INTER-DEPARTMENTAL MEMO**

TO: Glynn Walker  
DATE: April 4, 2014  
SUBJECT: Air Conditioning Units for South Knoll Elementary Gym

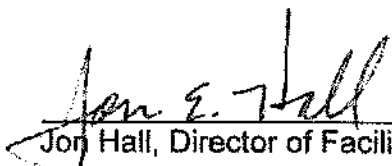
The air conditioning units at the South Knoll Elementary gymnasium have lost efficiency and need replacement. The Facilities Department has worked with Carrier Corporation for a solution to replace the existing units and install three (3) new Carrier package units as per the attached proposal.

Carrier Corporation is an approved vendor of the Texas Local Government Statewide Purchasing Cooperative. The Buy Board is the secured website for this cooperative which is administered by TASB. All items on the Buy Board have been competitively bid and awarded by the Cooperative's Board of Trustees based on state statutes.

It is the recommendation of Mark Pantel, Director of Purchasing and Jon Hall, Director of Facilities to purchase the replacement air conditioning units installed at the South Knoll Elementary gymnasium from per Carrier Corporation for \$133,464.49 per Buy Board contract #384-11 and contract #375-11.

The intent would be to order these units immediately after the school board meeting in April and have them installed and operational prior to classes beginning in late August. The funds for this purchase will be provided from the 2013 Bond Package, Capital Improvements budget.

  
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Mark Pantel, Director of Purchasing

  
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Jon Hall, Director of Facilities