

COLLEGE STATION I.S.D.
1812 WELSH, COLLEGE STATION, TX. 77840
(979) 764-5408 * FAX (979) 694-5636

PURCHASING OFFICE

INTER-DEPARTMENTAL MEMO

TO: Glynn Walker
DATE: April 3, 2014
SUBJECT: Chiller Coils for Rock Prairie Elementary

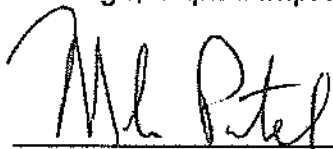
Several of the coils at Rock Prairie Elementary are leaking and causing the Carrier HVAC chillers to shut down due to a lack of Freon. The two (2) chillers will continue to shut down during the spring and summer until the coils are replaced.

The Facilities Department has worked with Entech Sales and Service for a solution to replace these coil assemblies and has received the attached proposal to provide labor and materials to replace six (6) coils on each chiller.

Entech Sales and Service 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 coils installed for Rock Prairie Elementary from Entech Sales and Service per Buy Board contract #375-11 for \$68,400.

The intent would be to order these coils immediately after the School Board meeting in April and have it 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.



Mark Pantel, Director of Purchasing



Jon Hall, Director of Facilities