



District School Board of Pasco County

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Heather Fiorentino, Superintendent

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Department of Purchasing
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March 29, 2006

MEMORANDUM

TO: Honorable Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

RE: Emergency Purchase Order 60013339 Trane Company and Purchase Order 60013340 Tampa Bay Trane for Chiller @ West Zephyrhills Elementary School

The attached emergency purchase orders with Trane Company and Tampa Bay Trane are being forwarded for your consideration and subsequent approval. This emergency request is from the Maintenance Department for a chiller for the HVAC system at West Zephyrhills Elementary School as a result of the current chiller crashing and leaving the school with no air conditioning. The repair to the chiller is too costly and therefore needs to be replaced. As a result of the long lead-time to manufacture chillers, Gerry Brown, Director of Maintenance & Facility Services has declared this an emergency (attached).

In order to verify the District was receiving a fair and reasonable price under this emergency condition, the Maintenance Department received three written quotes. After the comparison of the three quotes, it was determined that the purchase of this chiller from Trane Company and the installation from Tampa Bay Trane was fair and reasonable price and is in the best interest of the School Board. Therefore, at this time, it is my request that the Board retroactively approve the attached purchase orders to Trane Company for \$62,327 and Tampa Bay Trane for \$39,042 under the declared emergency memo (attached) dated March 15, 2006.

Should you have any questions regarding this matter, or if I can be of further assistance, please feel free to contact me at your earliest convenience.

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Attachments (7)