

InterOffice Memorandum

March 25, 2015

To: Michalyn Rains/Purchasing Agent

From: Dan James/Facilities Director

RE: Trade-in UPS/Serial #AS0945224015 towards purchase
of new equipment, APC Smart UPS

Request approval to trade in one (1) UPS/Serial #AS0945224015 (\$9.00) towards the purchase of the following new equipment: one (1) APC Smart UPS x1000VA Rack/Tower LCD 120V. Total cost is \$524.00. This equipment will be utilized in the Adult Detention Facility Reception Lobby.

Upon review of the quotes I recommend purchasing the referenced equipment from Power Systems Engineering who submitted the lowest quote, \$524.00. The Budget Department has approved this as a replacement.

If I can be of further assistance please do not hesitate to contact me at extension 5331.

C:tradeinupsjailreceptionlobby