

InterOffice Memorandum

October 24, 2017

To: Michalyn Rains/Purchasing Agent

From: Dan James/Facilities Director

RE: Trade-in UPS/Serial #JS0626023152 towards purchase
of new equipment, APC Smart UPS

Request approval to trade in one (1) UPS/Serial # JS0626023152 towards the purchase of the following new equipment: one (1) APC Smart UPS x3000VA Rack/Tower LCD 100-127V with one (1) UPS Network Management Card 2 with Environmental Monitoring. Approximate cost with freight is \$1882.79. This equipment will be utilized in the MICP vehicle by Homeland Security as backup for radio/satellite equipment.

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:tradeinupsmicpvehicle