

InterOffice Memorandum

December 7, 2016

To: Michalyn Rains/Purchasing Agent

From: Dan James/Facilities Director

RE: Trade-in Unimac Washing Machine/Serial #69338200-34476 towards purchase of a new washing machine

Request approval to trade in one (1) Unimac 125lb. capacity washing machine/Serial #69338200-34476 (\$100) towards the purchase of a new washing machine, Unimac 125lb. capacity washing machine at a total cost of \$21,893.20. This equipment will be utilized in the Adult Detention Facility.

Upon review of the quotes I recommend purchasing the referenced equipment from AAdvantage Laundry Systems, BuyBoard Contract. 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:tradeinwasheradultjail