

InterOffice Memorandum

April 18, 2017

To: Monika Arris/Budget Director

From: Dan James/Facilities Director

RE: Budget Amendment

I am requesting approval of a budget amendment totaling \$30,000 to allow for professional services to define the requirements for replacement of an existing, malfunctioning heat exchanger in AHU-1 located at the Collin County Adult Detention Facility. The existing equipment is a custom built unit therefore requires engineering. Halff Associates will provide plans and specifications for a contractor to have a manufacturer build a new heat exchanger to fit within the existing AHU. The RFP will be inclusive and require a contractor to provide a turnkey deliverable of a fully operational AHU utilizing the new gas fired heat exchanger, inclusive of equipment, installation and warranty. Funds will be transferred from Acct. 499-4011-561.99-01 Contingency to Acct. 499-4102-561.91-50 (new).

Thank you for consideration of my request.

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