

InterOffice Memorandum

March 18, 2019

To: Michalyn Rains/Purchasing Agent

From: Dan James/Facilities Director

RE: Services, Grease Trap Replacement/Adult Detention Facility

Request approval to acquire the services of Brandt Companies, LLC to remove and dispose the existing 2000 gallon grease trap in the Adult Detention Facility Kitchen and replace with a new 2000 gallon grease trap in the existing location. The baffles inside the grease trap are broken and the walls have rusted which is unrepairable. This damage causes an overflow issue, therefore must be pumped weekly for containment.

Brandt Companies, LLC has submitted a proposal for these services at a total cost of \$63,092.00, Buy Board #558-18, Trade Services.

Thank you for consideration of my request and if I can be of further assistance please do not hesitate to contact me at extension 5331.