



District School Board of Pasco County

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Heather Fiorentino, Superintendent

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Department of Purchasing
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August 29, 2006

MEMORANDUM

TO: Honorable Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

RE: Emergency Purchase Order 70003120
Aaon, Inc.

The attached emergency purchase order with Aaon, Inc. is being forwarded for your consideration and subsequent approval. This emergency request is from Gerry Brown, Director of Maintenance & Facility Services (attached) for the purchase and installation of two 5-ton packaged chilled water roof top air handling units at Ridgewood High School as a result of the current roof top air handling units age and the bottoms have rusted out, which causes the units to drain directly into the office below and poses a safety hazard.

In order to verify the District was receiving a fair and reasonable price under this emergency condition, the Maintenance Department received two written quotes. After the comparison of the two quotes, it was determined that Applied Dehumidification Inc. (Aaon, Inc.) was fair and reasonable priced with delivery to be made within an estimated 8-10 weeks, therefore, is in the best interest of the School Board. At this time, it is my request that the Board retroactively approve the attached purchase order to Aaon, Inc. for \$33,815 under the declared emergency memo (attached) dated August 23, 2006.

Should you have any questions regarding this matter, or if I can be of further assistance, please feel free to contact me at your earliest convenience.

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Attachments