M E M O R A N D U M

**TO: Randy Poe, Superintendent**

 **Karen Byrd, Chairperson**

 **Board Members**

**FROM: Jehan M. Ghouse Purchasing Administrator**

**DATE: June 24, 2019**

**RE: Cooling Tower and Hydronic Systems Maintenance Renewal**

**Watcon, Inc was awarded the contract for maintenance of the Cooling Tower and Hydronic Systems effective October 1, 2017 through September 30, 2018 with an option to renew for three additional years.**

**Watcon has proposed to provide maintenance services at the same rate at the current year ($12,584.04).**

**It is recommended that the service agreement for maintenance of the cooling tower be renewed with Watcon for the period October 1, 2019 through September 30, 2020 using the second renewal option, as presented.**