M E M O R A N D U M

**TO: Dr. Randy Poe, Superintendent**

 **Ms. Karen Byrd, Chairperson**

 **Board Members**

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

**DATE: September 27, 2019**

**RE: Renewal of HVAC Maintenance Agreement for Conner Middle School (CMS)**

**The Facilities Department would like to continue the maintenance agreement to service and maintain the HVAC equipment for CMS with Trane. Terms remain the same as the current contract. Since the existing agreement has expired, a new contract is required.**

**Vendor: Trane**

**Duration: 1 Year (renewable by mutual agreement)**

**Pricing: $2,750.00**

**Effective Date: October 1, 2019**

**I recommend approval, as presented.**