M E M O R A N D U M

**TO: Mr. Matt McIntire, Chairperson**

**Dr. Maria Brown**

**Ms. Karen Byrd**

**Ms. Julia Pyle**

**Mr. Troy Fryman**

**Mr. Matthew Turner, Superintendent**

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

**DATE: July 7, 2020**

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

**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 terms as the current year.**

**This activity will be funded from the General Fund.**

**I recommended that the service agreement for maintenance of the cooling tower be renewed with Watcon for the period October 1, 2020 through September 30, 2021 using the third renewal option, as presented.**