



Central Services Department

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MEMORANDUM

TO: Geri Sams, Director, Procurement Department *GA Sams*
FROM: Ron Lampkin, Interim Director, Central Services Department
DATE: February 22, 2023
SUBJECT: Emergency Memo – Charles B. Webster Detention Center HVAC

In accordance with §1-10-57 Emergency Procurements, we respectfully ask you to accept this communication as notification of an emergency at the Charles. B Webster Detention Center on 1941 Phinizy Road relating to the failure of an HVAC unit.

The HVAC unit that services the Charles B. Webster Detention Center dining room is currently not working. After an inspection performed by Trane, it was found that the HVAC unit's chilled water coil is inoperable and will require replacement.

The failure of the HVAC unit, coupled with the current outside temperature, is causing the room temperature to decrease. Also, our current environmental concerns further heighten the repair of this unit, as the CDC has recommended air be properly circulated in public facilities to reduce the spread of communicable viruses/diseases thus prevent a threat to public health.

Please process a purchase order for Trane, in the amount of \$26,715.00 for the replacement of the chilled water coil.

Funding is available in the following SPLOST account:

- GL: 330-05-1120
- JL: 222-05-8101

If you have any questions or concerns, please contact the Central Services Department.

RL/mcrr