USD 261 Service Center

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B.J. Knudson
Executive Director of Operations

TO: Haysville Board of Education

FR: B.J. Knudson, Executive Director of Operations

DA: March 10, 2017

RE: Request to seek bids for

History/Relevance: Nelson elementary has a freezer cooler combo that sits outside the cafeteria building. Over several years the freezer cooler combo has become damaged and unrepairable.

What: We are asking for approval to seek bids to replace the freezer/cooler combo at Nelson elementary.

Why: The freezer/cooler combo has been repaired several times and we can no longer continue to repair it.

Where: Nelson elementary

When: We would like to send out bid information on March 28, 2017 and have bids returned to us on April 17, 2017.

Who: The development of this project included the Assistant Superintendent for Business and Finance, Executive Director of Operations and Director of Facilities and HVAC technicians.

How Much: The cost for seeking bids is zero dollars.

If you have any questions, please do not hesitate to contact me.