

December 4th 2024

To: Phil Francis

Subject: Stevenson High School cooling tower and water pump replacement.

Phil,

I am writing to recommend the replacement of the two pumps for our cooling tower at Stevenson High School. The pumps are showing signs of bearing failure and water leaks. We received four quotes. The lowest quote received (Limbach) has a list of exclusions. They also did not do a site visit. Therefore I am recommending we contract with the second lowest quote (Systemp) which came in at \$59,822.37.

If you have any questions, please reach out.

Thank you,

A handwritten signature in black ink that reads "Carl Roberts". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Carl Roberts

Maintenance Supervisor