

**EMERGENCY & SOLE SOURCE JUSTIFICATION
DETERMINATION AND FINDINGS**

Description: Rooftop Unit Repair at
Hunt Valley Elementary School

Date: July 24, 2024

Department: Office of Facilities Management
Lucy Q. Dong, IEE Coordinator

Vendor Number: 1000011744

Dollar Value: \$11,875.00

Work Order #: related ID#ZZ24-5230

STATEMENT OF REQUIREMENT:

The Office of Risk Management notified Office of Facilities Management (OFM) of vandalism to a rooftop unit at Hunt Valley Elementary School (Risk Management Claim#24-00662). The rooftop unit had been replaced in a recent project and is currently under warranty. This unit needs to be repaired to continue to serve the school.

FINDINGS:

Protec Construction, Inc. completed the replacement of several rooftop units in January 2023. Since these units are still within the two (2) year warranty period, the repairs must be performed by the manufacturer of the units, which is Boland Trane Services, Inc., the local area Trane representative. The unit must be repaired to continue to serve this area of the school, and with the opening of school on August 19, 2024, this is an urgent request.

DETERMINATION:

It is recommended that a contract be issued to Boland Trane Services, Inc. for the repair of the rooftop unit in the amount of \$11,875.


APPROVED:

Coordinator: 
Lucy Q. Dong
Infrastructure & Environmental Engineering

Date: 7/24/24

Assistant: 
Director Anh P. Nguyen
Office of Facilities Management

Date: 7/24/2024

Executive: 
Director Justin R. Moss
Office of Facilities Management

Date: 7/24/2024