

Kenai Peninsula Borough
Maintenance

MEMORANDUM

TO: Charlie Pierce, Borough Mayor
THRU: John Hedges, Purchasing & Contracting Director
FROM: Scott Griebel, Maintenance Director
DATE: August 27, 2019
RE: Proctor Sales, Inc. Sole Source

Under Section 5.28.280a of the Borough code, it is requested that Proctor Sales, Inc. be authorized as the sole provider of NesbittAire classroom unit ventilators (CUVs) for unit replacements at Tebughna School. The cost, a quoted amount not to exceed \$29,911.76.

The four (4) NesbittAire CUVs included in this transaction are additional to three (3) that have already been purchased and installed at the Tebughna School site. The specific NesbittAire model is a direct sizing replacement by dimension, BTU and air volume for the original units. No other CUV manufacturer was able to match the original equipment on all three categories. It is the desire of maintenance that all seven (7) units at the school are the same standard model, for reasons of operational efficiency and occupant ease of use. The Maintenance Department requests that for this specific application (Tebughna CUV replacements) a single source arrangement is supported for purchasing the units from Proctor Sales, Inc.; the exclusive NesbittAir product distributor for the state of Alaska region.

Your approval of this request will allow the purchase of four (4) NesbittAir CUVs to be awarded Proctor Sales, Inc. Please see attached quote.

This office is available for any questions regarding this request.

Approved: Charlie Pierce Date: 9/5/2019
Charlie Pierce, Mayor

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>400-78050-19801-42310</u>
Amount	<u>\$29,911.76</u>
By:	<u>pp</u>
Date:	<u>8/28/19</u>