


Memo

To: Melissa Pettrey, Senior Buyer, WV Purchasing Division
From: Jamie Jones, Procurement Administrator 
Date: July 24, 2024
Re: APO GSD250000022 EPO - Bldg. 35 compressors for WSHP

Please allow this memo to serve as our justification for this emergency purchase. Due to excessive heat this summer, we experienced three water-source heat pumps with failing compressors. In order to maintain habitable building conditions we needed to replace those in a timely manner. United Refrigeration had these immediately available.

Please feel free to contact me if you have any questions, or require any additional information in regard to this purchase.