



BISHOP STATE COMMUNITY COLLEGE

351 North Broad Street • Mobile, Alabama 36603-5898

Office of the President

VIA EMAIL

28 November 2017

Mr. Jimmy H. Baker, Chancellor
Alabama Community College System
135 South Union Street
Montgomery, AL 36104-4340

Dear Chancellor Baker:

Bishop State Community College respectfully submits a request for the emergency purchase of an air handler unit providing both heat and air conditioning to our Library Services Building which also contains four classrooms. Both the chilled and hot water piping leading to the unit were leaking and causing water intrusion into the elevator shaft. When undergoing repairs to this piping on November 27, 2017, it was discovered the internal piping and coils within the air handler unit were unrepairable and the unit must be completely replaced. The initial estimate of the unit and installation is \$97,772. This quote is from Trane under a purchasing cooperative contract through US Communities.

In accordance with the *Code of Alabama, Title 39, Section 39-2-2*, the College is requesting that the replacement of the air handler unit and temporary HVAC in the Library Building on Main Campus be declared an emergency due to lack of heat. The emergency declaration will allow the project to begin as soon as possible. We are currently reviewing options for temporary heat. As noted on the attached memorandum, funds will be provided through Title III.

Should you need any additional information or if further explanation is needed, please let us know.

Respectfully Submitted,

Reginald Sykes, Ed.D.

President

Bishop State Community College

/gjs

pc: Ms. Cassie Boatwright, Executive Director of Facilities

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