

## Kerstin Hancock

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**To:** Kerstin Hancock  
**Subject:** FW: Emergency Services Operations Center Chiller purchase  
**Attachments:** M-tech Chiller Proposal.pdf

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**From:** Dale Butler <[dbutler@wilco.org](mailto:dbutler@wilco.org)>  
**Sent:** Thursday, September 12, 2019 12:25 PM  
**To:** Kerstin Hancock <[khancock@wilco.org](mailto:khancock@wilco.org)>; Jeffrey Hancock <[jeff.hancock@wilco.org](mailto:jeff.hancock@wilco.org)>  
**Cc:** Purchasing Project Services <[Purchasing.Projects@wilco.org](mailto:Purchasing.Projects@wilco.org)>; Randy Barker <[randy.barker@wilco.org](mailto:randy.barker@wilco.org)>  
**Subject:** RE: Emergency Services Operations Center Chiller purchase

Kerstin,

The temp chiller agreement is attached.

What backup do you need on the new chiller? (there are two new ones funded now, after the capital session in court this week)

The Judge was copied on the email last Friday along with Randy and ESOC staff concerning the temp chiller rental. I also spoke to and texted the Judge concerning the temp chiller and temp generator which we will need to process as an emergency as well.

Thank You,

**Dale Butler**

Facilities Director  
Williamson County  
3101 SE Inner Loop  
Georgetown, TX 78626  
512-943-1609

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**From:** Kerstin Hancock <[khancock@wilco.org](mailto:khancock@wilco.org)>  
**Sent:** Thursday, September 12, 2019 11:19 AM  
**To:** Jeffrey Hancock <[jeff.hancock@wilco.org](mailto:jeff.hancock@wilco.org)>  
**Cc:** Dale Butler <[dbutler@wilco.org](mailto:dbutler@wilco.org)>; Purchasing Project Services <[Purchasing.Projects@wilco.org](mailto:Purchasing.Projects@wilco.org)>; Randy Barker <[randy.barker@wilco.org](mailto:randy.barker@wilco.org)>  
**Subject:** RE: Emergency Services Operations Center Chiller purchase  
**Importance:** High

Hi Jeff,

We received the requisition for the replacement unit, however we did not receive any backup so this can be processed and placed on the agenda. I would like to get this done ASAP so we can issue the PO so the order can be placed this FY as I suggested below. We also have not received the rental agreement for the temporary unit as of yet. Next week is the last chance to issue POs before the budget is closed down for this FY so I wanted to make sure we can help your department with this before the system goes down.

Dale - Would you mind confirming that the Judge is aware of this emergency situation? Just trying to work ahead so I have everything once I receive the documents from Jeff.

Thank you Gentlemen, please know we are here to help.

*Kerstin Hancock*, CPPM, CPP  
Deputy Purchasing Agent

Williamson County Purchasing Department  
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Georgetown, TX 78626  
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**Williamson County Purchasing Department**



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**From:** Kerstin Hancock  
**Sent:** Monday, September 9, 2019 2:57 PM  
**To:** Jeffrey Hancock <[jeff.hancock@wilco.org](mailto:jeff.hancock@wilco.org)>  
**Cc:** Dale Butler <[dbutler@wilco.org](mailto:dbutler@wilco.org)>; Purchasing Project Services <[Purchasing.Projects@wilco.org](mailto:Purchasing.Projects@wilco.org)>; Melanie Denny <[MDenny@wilco.org](mailto:MDenny@wilco.org)>  
**Subject:** RE: Emergency Services Operations Center Chiller purchase  
**Importance:** High

Hi Jeff,

Thank you for giving us heads up on this.

1. It appears to me you will need to issue a PO for the new equipment now so it can be here in FY 2020? In this case, you can issue a requisition in this current FY so we can issue the PO to get the order placed, we can override the PO and then close it out immediately. You will then have to remember to have the same requisition entered again at the beginning of October so it can be encumbering the funds for FY2020. Before you proceed, however, I will need to have approval from Melanie Denny, in the Auditor's Office, who I am copying on this email, so I can override the requisition/PO.
2. Also, as soon as you receive the quote and lease or rental agreement for the chiller, it will have to be placed on the CC agenda by Purchasing so it can be exempted as an emergency and so we can have the Judge sign the agreement. Please ensure that the agreement does not include your name, but the County Judge's, as only the Judge can legally bind the County.
3. Please also have a requisition entered for the lease/rental as soon as you have to cost estimate and state in the requisition that this is an emergency due to....

4. Provide documentation that the Judge was informed about this emergency so that we can include this with the agenda item.

Hope this makes sense. Please let me know if you have any other questions.

***Kerstin Hancock, CPPM, CPP***  
Deputy Purchasing Agent

Williamson County Purchasing Department  
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**From:** Jeffrey Hancock <[jeff.hancock@wilco.org](mailto:jeff.hancock@wilco.org)>  
**Sent:** Monday, September 9, 2019 2:18 PM  
**To:** Kerstin Hancock <[khancock@wilco.org](mailto:khancock@wilco.org)>  
**Cc:** Purchasing Project Services <[Purchasing.Projects@wilco.org](mailto:Purchasing.Projects@wilco.org)>; Dale Butler <[dbutler@wilco.org](mailto:dbutler@wilco.org)>  
**Subject:** Emergency Services Operations Center Chiller purchase

Kerstin,

We are mobilizing portable equipment for the ESOC as we have failed Chiller equipment. We are in communications with Carrier to process a replacement. We are waiting on documentation from Carrier for the details a cost. We will need to provide an initial order for equipment that typically has a lead time of eight to ten weeks. Although we have budget monies allocated for fiscal FY20, we are using temporary equipment until the new equipment will arrive.

Let me know if you have any questions and how we can provide Carrier with an acknowledgement to place the order as soon as possible.

Regards,

**Jeff Hancock**  
Assistant Facilities Director  
Williamson County  
3101 SE Inner Loop  
Georgetown, TX 78626  
512-943-1610 Office  
210-488-7883 Mobile

Surveys can be completed at: <http://10.5.255.9/WorkRequest/WorkOrder/Status.aspx>

Should you need Facility Maintenance Services please submit a work order at: <https://wilco365.sharepoint.com/Pages/main.aspx>

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