

InterOffice Memorandum

May 24, 2019

To: Michalyn Rains/Purchasing Agent

From: Dan James/Facilities Director

RE: Contract Renewal: HVAC Contractor Services, IFB NO. 2018-233

Request approval to renew a contract for HVAC Contractor Services with Assured Mechanical Solutions LLC, IFB No. 2018-233, effective October 1, 2019 thru and including September 30, 2020 (Renewal 1 of 2).

If I can be of further assistance please do not hesitate to contact me at extension 5331.

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