



September 26, 2023

Mayor Chuck Fewell
Board of Public Works and Safety
10 South State Street
Greenfield, IN 46140

Re: Wastewater Utility – Office Furniture Request

Mayor and Board Members,

I am requesting the Board's permission to seek pricing for an office furniture package for the new Wastewater Utility administration office. I have been working with our engineer and architect and their designer to put together a bid packet and it should be ready in the next couple weeks. Our plan is to send the request out as soon as it is ready, but no later than October 24, 2023. The proposals will due back prior to the Board of Public Works and Safety meeting on November 14, 2023. As soon as the bid packet is complete, I will forward it on for your review. Please let me know if you have any questions or need any other information at this time.

Best Regards,

A handwritten signature in blue ink, appearing to read "Nicholas Dezelan".

Nicholas Dezelan, CHMM, ASP
Wastewater Utility Manager

Wastewater Utility
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