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November 22, 2016

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

Re: Permission to solicit quotes for East Tower Maintenance

Mayor and Board Members,

The Water Department is seeking permission to obtain quotes for the interior washout with inspection and exterior cleaning of our East Water Tower at Hancock Regional Hospital. This work will include inspection of all parts and components physically installed on or in the tower to ensure proper condition. Any repair work would be an additional cost that will be brought to the Board as identified. This work would be performed in the spring of 2017.

We will make the specifications available in the Clerk Treasurer's office. We will contact three or more contractor via email to invite them to quote the work required. The deadline for submission of sealed quotes would be December 13, 2016 at 9:00 am. We would have the quotes then opened on that date for the Board of Works meeting. We would then bring a recommendation of approval to the January 10, 2017 meeting.

I have attached a copy of the specifications for the Board to reference. If the Board has any questions please contact my office as this is a budgeted maintenance item for 2017.

Respectfully Submitted,

Charles Gill
Water Utility Superintendent

cc: Mike Fruth, Utility Director