



September 26, 2023

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

Re: Request for Proposal – Equipment for New WWTP Laboratory

Mayor and Board Members,

In an effort to save some overhead cost, we have planned to purchase the equipment needed for the new WWTP separately from the project and paid for with funds from the Utility. The installation of this equipment is already accounted for in the construction contract.

At this time, I am requesting the Board's permission to seek proposals for the supply of equipment for the new lab at the WWTP. A copy of the RFP and a list of the needed items has been included for your review. Please let me know if you have any questions or need any additional information.

Best Regards,

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

Nicholas Dezelan, CHMM, ASP
Wastewater Utility Manager

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