

V-E-4



HARRISON
PUBLIC LIBRARY

Memo

To: Mayor Ron Belmont and Members of the Town Board

From: Galina Chernykh

CC: Jacqueline Greer, Maureen MacKenzie

Date: 11/8/2018

Re: Request for a contract

Mayor Belmont and the Members of the Town Board:

I would like to request a professional services contract with Ronald Cosentino of The Cosentino Architecture Firm to prepare a Request for Proposals for the Harrison Library Interactive Reading Garden.

Cosentino services will include preparing a RFP, bid review, bid award, and contract administration.

Contract cost is not to exceed \$1,000.

Funding for this contract is available in the 18LB04 project budget.

Galina Chernykh, Library Director



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Memo

To: Mayor Ron Belmont and Members of the Town Board

From: Galina Chernykh

CC: Jacqueline Greer, Maureen MacKenzie

Date: 11/8/2018

Re: Request to issue a purchase order

Mayor Belmont and the Members of the Town Board:

I would like to request the Purchase Department to issue a purchase order for up to \$1,000 to Ronald Cosentino of the Cosentino Architecture Firm for the preparation of a RFP.

Funding for this contract is available in the 18LB04 project budget.

Galina Chernykh, Library Director