



**PURCHASING DEPARTMENT | Tel. 860.584.6195  
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## **M E M O R A N D U M**

To: Diane Waldron, Comptroller, Clerk for the Board of Finance  
Cc: Mayor Ellen Zoppo-Sassu  
Office of Corporation Counsel  
From: Roger D Rousseau, Purchasing Agent  
Date: January 26, 2021

**Re: Engineering Services for Corrective Renovations at Greene-Hills K-8 School**

The Board of Education has experienced significant mechanical systems issues at Greene-Hills K-8 School. The Office of Corporation Counsel, in conjunction with the Board of Education, has actively been working to address the systems issues; formal resolution between the City and the parties involved with original construction is being pursued, but corrective renovations are requested to be pursued as soon as possible to ensure the safety of the building occupants and to minimize further operational repair costs.

The Purchasing Department expects to solicit proposals from several engineering firms known to be appropriate for this scope of work; in the interests of expediting a selection process, a shortened time frame is desired, inclusive of removal of public notice requirements.

On behalf of the Office of Corporation Counsel, I therefore respectfully request that you include the following motion on the agenda:

To request waiver from Section 4.C of the Purchasing Manual to permit the expedited selection of an engineering firm to effect corrective construction renovations at Greene-Hills K-8 School.

Please let me know if I can provide any further information regarding this matter.

Thank you for your assistance.