

AGENDA ITEM FOR ADMINISTRATIVE MEETING

( ) Discussion only  
(X) Action

FROM (DEPT/ DIVISION): Dan Lonai, Administrative Services

PROGRAM: Administrative Services

SUBJECT: Painting Maintenance Shop

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| <p>Request permission to contract with the lowest bidder to paint the maintenance shop, as long as the bid is less than \$10,000. We have requested bids from local painters, but have only received one so far. There are enough funds in line item 3506- 53400 for the project. Due to the limited number of days that a contractor can paint the project need to start as soon as possible.</p> | <p><u>ACTION REQUESTED:</u></p> <p>Approval to contract with the lowest bidder to paint the maintenance shop, and authorize the Chair to sign. Amount not to exceed \$10,000.</p> |
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ATTACHMENTS:

Date: 10/14/16      Submitted By: (Dan Lonai)

\*\*\*\*\*For Internal Use Only\*\*\*\*\*

Checkoffs:

- ( ) Dept. Head (copy)
- ( ) Human Resources (copy)
- ( ) Budget (copy)
- ( ) Fiscal
- ( ) Legal (copy)
- ( ) (Other - List:

To be notified of Meeting:  
Dan Lonai

Needed at Meeting:  
)

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Scheduled for meeting on: October 19, 2016

Action taken:

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Follow-up: