

Catanzaro, Enzo

From: Smyth, Virginia
Sent: Tuesday, October 16, 2001 3:42 PM
To: Catanzaro, Enzo
Cc: gilsennan, michael (ex)
Subject: Air Monitoring Contract

Importance: High

The following is a summary of what we need to supply for the Declaration of Emergency.

1. Complete list of Bidders contacted.
 2. List and/or copies of the bids received .(bid sheet)
 3. Rational of how the low bidder was selected.
 4. A detailed Scope of Work (to be included in the formal contract.)
 5. Estimated Time Frame (mandatory)
 6. Estimated total cost (mandatory)
- A justification of why this is critical, and under what authority it is being performed.