

Gilsenan, Michael

From: [PII]
Sent: Saturday, October 12, 2002 9:45 AM
To: Gilsenan, Michael; fitzpatrick.robert@epa.gov.r.bert@epa.gov.robert@epa.gov
Subject: firebrick sealing letter

Dear Mike,

To date, we have not received the letter regarding sealing the firebrick walls in [PII] which my wife spoke to you about last week.

Would you kindly send me a letter requiring our landlord to seal the firebrick walls (four walls in total) and detailing how these walls should be properly sealed. It is important that we have such a letter in hand since the landlord will not address this issue unless it is required by a government agency. We cannot consider our space to ready for reoccupancy until the sealing is complete. Kindly send the letter to me at the following address:

[PII]

Thank you.

[PII]

Gilsenan, Michael

From: Smyth, Virginia
Sent: Friday, October 12, 2001 12:31 PM
To: Fawzy, Moustafa; Catanzaro, Enzo; Hanna, Kim; Radhakrishnan, Krish; 'Atteloney, Leonard'
Cc: Gilsenan, Michael
Subject: Air Monitoring Contract

In order to proceed with the emergency contracting procedures for the air monitoring contract, we need to develop the following information as soon as possible (for both sets of tasks):

Scope of Work

Estimated Time Frame

Estimated Total Cost

A justification explaining why we need to perform this task and under what authority (i.e. as per orders from OEM, etc)

A brief explanation as to how the vendor was selected.

This information is needed by late today or first thing Monday, so we can proceed in a timely fashion. Your cooperation is greatly appreciated.