

**From:** Jen Weeks [REDACTED]  
**Sent:** Thursday, August 29, 2019 2:11 PM  
**Subject:** FOIA Request

Attention FOIA Officer,

Under the Freedom of Information Act I'm requesting the invoices, names and contact information of contractors and/or sub-contractors that have been awarded and/or assigned work to be performed at any location owned, rented or leased by your taxing body over the past 6 months, which include the following scope.

- HVAC (heating, air conditioning, ventilation)
- Exhaust systems
- HVAC maintenance work and/or maintenance agreements
- Architectural metals, used for weatherproofing and/or ornamental purposes
- New installation and/or replacement of lockers
- Kitchen Renovations

The information requested can be faxed, emailed, or mailed to the address listed below; whichever is more convenient for you.

This FOIA is for private use. If the required 5 day turnaround cannot be met, please contact me with your extension request.

Thank you for your cooperation and public service,

Jen Weeks  
Administrative Assistant  
International Association of Sheet Metal, Air, Rail, and Transportation Workers  
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