

April 8, 2020

Kropf Mechanical Service  
Attn: James Lee  
33792 Capitol  
Livonia, MI 48150

Dear James,

We are pleased to inform you that your company was approved for the HVAC contract from IFB #20.0018 Hourly Trades solicitation. Oakland Schools' staff is looking forward to working with your firm on future projects. Prior to the commencement of work, the following information and documents must be provided to Oakland Schools Office of Procurement and Contracting:

1. An insurance certificate with said limits as stated in the IFB under Section III, General Contractual Terms and Conditions, item #12 on page 7.
2. Fingerprinting - required if contract is subject to school safety requirements; depends on location of work.

Thank you in advance and should you have any questions, please feel free to call Michelle Selak, Buyer at 248-209-2233 or email at [michelle.selak@oakland.k12.mi.us](mailto:michelle.selak@oakland.k12.mi.us).

Sincerely,

*Michelle Selak*

Michelle Selak  
Buyer  
Oakland Schools  
Office of Procurement and Contracting

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