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**To: Honorable Board of Directors**

**From: Daniel Edwards, Procurement Manager**

**Date: October 24, 2018**

**RE: GLWA-CS-152, Change Order No. 1, Scrivener's Error**

GLWA-CS-152 Change Order No. 1 (Route Alternatives Analysis and Preliminary Design for the Water Works Park to Northeast Transmission Main) was presented to and approved by the GLWA Board of Directors on September 26, 2018. The vendor named on the board letter was Jacobs Engineering, however, the correct vendor name should have been CH2M Hill Engineers.

CH2M Hill Engineers is a wholly owned subsidiary of Jacobs Engineering and is still conducting business under the CH2M Hill name. Therefore, CH2M Hill Engineers is the vendor performing work on GLWA-CS-152 approved by the Board on September 26, 2018.

Please consider this a communication of a Scrivener's error as it pertains to the vendor name.

A handwritten signature in blue ink, appearing to read "Daniel Edwards".

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Daniel Edwards  
Procurement Manager