



**Memorandum**

To: Interested Engineering Firms for RFP #CU2204 HVAC Design Services  
From: John Galatic, Vice President of Business and Finance & Chief Financial Officer  
Date: March 23, 2022  
Subject: RFP #CU2204 Cancellation Notice

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Concord University would like to extend its gratitude to all firms who submitted proposals for RFP #CU2204 HVAC Design Services. Please be advised that the RFP has been cancelled due to unforeseen circumstances regarding the estimated cost of construction for the project. All interested firms will be given the opportunity to compete on any re-solicitation or any future procurement of similar services.

Sincerely,

A handwritten signature in blue ink that reads "John W. Galatic". The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

John Galatic  
Vice President of Business and Finance & Chief Financial Officer