

# Memorandum



**Date:** 07/19/2018

**To:** Gary Hartfield, Division Director, Small Business Development Division  
Internal Services Department

**From:** Justin Espagnol, PROS Contract Administrator  
Parks, Recreation and Open Spaces Department

**Subject:** Hurricane Irma – Matheson Marina Repairs – RPQ Project #: HI-99999917011M

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Due to a discrepancy within the Department, the originally accepted and approved RPQ No. by SBD, on 07/17/2018, of the subject project needs to be changed in order for correct future billing and FEMA reimbursement. The PROS Department requests the RPQ No. be changed to: HI-51060118001.

All else remains the same and the RPQ continues to be a SBE-Cons No-Measure.

Thank you in advance for your cooperation.

A handwritten signature in blue ink, appearing to read "Justin Espagnol".

Justin Espagnol