



DANIEL P. McCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT OF GENERAL SERVICES  
PURCHASING DIVISION  
112 STATE STREET, ROOM 1000  
ALBANY, NEW YORK 12207-2021  
(518) 447-7140 - FAX (518) 447-5588

DAVID M. LATINA  
COMMISSIONER OF GENERAL SERVICES

KAREN A. STORM  
PURCHASING AGENT

## MEMORANDUM

**TO:** David Latina, Commissioner  
General Services

**FROM:** Karen Storm *Karen*  
Purchasing Agent

**DATE:** July 7, 2020

**RE:** Lease of Room 118 at the Harold L. Joyce County Office Building

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I am in receipt of your recommendation to award the aforementioned Request Proposals to David Villamil.

Please obtain the necessary contract approval of the County Legislature, so that we may issue a Notice of Award proposer.