

**MID-OHIO VALLEY TECHNICAL INSTITUTE**  
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David L. Roach  
Executive Director  
WV School Building Authority  
2300 Kanawha Boulevard, East  
Charleston, WV 25311-2306

September 9, 2019

Mr. Roach,

I am writing this letter to request approval from the School Building Authority Board, to amend our 2017 3% grant for HVAC to include additional scope from our 2018 3% grant for School Access Safety Renovations. It will be necessary to move the scope of work around to be able to fund the work in both project bids.

As a result of the bidding process, our budget surplus for the HVAC projects stands at \$103,970.00. The budget deficit for the School Access Safety Renovations stands at approximately \$71,532.00. Having the ability to move the scope of work around between the two project will provide us with the opportunity to fund both projects.

Thank you for your consideration,



Ryan K. Haught  
Director  
Mid-Ohio Valley Technical Institute