



450 Locust Street  
Chillicothe, MO 64601-2516

[www.livingstoncountylibrary.org](http://www.livingstoncountylibrary.org)  
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To Whom It May Concern:

Greetings. Your design professional is invited to submit your Statement of Qualifications to become eligible for an interview for services for the Livingston County Library and the Livingston County Library Charitable Trust. Attached to this memo are the following: 1) A list of materials and information that you should include in your Statement of Qualifications 2) Preliminary Scope of Work 3) A schedule of dates for the selection process. We will arrange a tour of the facility/site, if appropriate for design professionals selected for an interview. You may mail your Statement of Qualifications to the following address: Livingston County Library, 450 Locust, Chillicothe, MO 64601-to be received no later than 5 p.m. on Friday, August 24, 2018.

Thank you for your consideration,

Candy Warren, Director  
Livingston County Library