



Procurement

August 13, 2024

Jackson Grading
5490 Hwy 9
Inman, SC 29349

Please accept this letter as notification of the City of Spartanburg's intent to award a contract for Request for Proposal No. RFP-2425-08-02-24-01 for the Duncan Park Trail Improvement project.

Responses were evaluated based on the criteria outlined in the solicitation documents. We are pleased to announce our intention to award the contract to **Jackson Grading**.

Next Steps:

- To finalize the contract, the awarded vendor, Jackson Grading, is required to complete a W-9 form and submit it via email or fax to the City's Finance Department as soon as possible.
- **Please note:** Until the W-9 form is received and accepted, other City agencies will be unable to initiate the purchase of equipment related to this project.
- Bidders, particularly those identified as apparently low responsive bidders, are advised to **hold off** on any work related to the project until they receive a formal document, such as a Purchase Order, Contract Award, or other contractual agreement, issued by the City Attorney or City Procurement Manager. Proceeding without this official documentation could result in delays or complications.

Thank you for your participation in this bid process. If you require any assistance or have further questions, please do not hesitate to contact me at acwright@cityofspartanburg.org. We appreciate your interest and look forward to potentially working with you on this project.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Carl Wright'.

Carl Frederick Wright
City Procurement Manager