

# BOARD OF COUNTY COMMISSIONERS



February 15, 2022

via Email

Blue Arbor, Inc.  
**Attn: Ms. Lucine Moffett**  
PO Box 12780  
5413 Morton Road  
New Bern, NC 28561  
LMoffett@bluearbor.com

## NOTICE OF AWARD

**Reference:** *Indian River County Bid No. 2022017  
Annual Bid for Temporary Staffing Services*

Dear Ms. Moffett:

It is my pleasure to inform you that on February 15, 2022 the Board of County Commissioners awarded the above-referenced project to your company. The following documents are required before the applicable County department can issue a "Notice to Proceed" letter.

1. Two Signed Copies of Enclosed Agreement.
2. Certificate of Insurance indicating coverage required in the General Terms and Conditions and Agreement. Certificate(s) **must name Indian River County as additional insured** and must provide for a 30 day Notice of Cancellation.

Please submit the the Certificate(s) of Insurance and two fully-executed copies of the enclosed agreement to this office at the address provided below no later than **March 2, 2022**. Failure to comply with the established deadline for submittal of required documents may be grounds for cancellation of award.

Thank you for your prompt attention and if you have any questions, please do not hesitate to contact our office.

Sincerely,

A handwritten signature in blue ink that reads "Jennifer Hyde".

Jennifer Hyde  
Purchasing Manager

Cc: Project Manager