



CITY OF
LEESBURG, FLORIDA
PURCHASING DIVISION

Mike Thornton
Purchasing Manager
205 N. 5th Street
Leesburg, Florida 34748
(352) 728-9880

Via Electronic Mail

January 9, 2018

Paqco, Inc.
Fay Paquette, Vice President
101 Weber Avenue
Leesburg, Florida 34748

RE: Notice of Award – 170461 Venetian Gardens Phase II Improvements

Fay Paquette,

It is with pleasure that I inform you, the Leesburg City Commission, at their regular meeting January 8, 2018 approved the award of the above referenced project to Paqco, Inc. Please consider this letter as a *Notice of Award*. A fully executed Construction Services Agreement is attached to this Notice.

A pre-construction meeting has been scheduled for **Thursday, January 18, 2018 at 10:00 am**. The meeting will be held at the Purchasing Division office located at 204 N. 5th Street, Leesburg, Florida 34748.

Paqco is requested to provide at the meeting the following items:

- Performance Bond and Payment Bond in accordance with the Contract Documents.
- Proposed construction schedule for City review.
- Submittals for any material or products to be incorporated into the project.

The City shall provide:

- Signed and sealed plans for permitting and construction.

Should you have any questions you may contact Mike Thornton at (352)728-9880. Congratulations on your successful award and we look forward to working with you and your company.

Respectfully,

Mike Thornton, CPPO
Purchasing Manager