



**CITY OF DAYTONA BEACH  
OFFICE OF THE PURCHASING AGENT**

Phone: 386-671-8080

Fax: 386-671-8085

To whom this may concern,

**\*\* Notice of Intent to Award \*\***

Subject: BANNER FABRICATION, INSTALLATION, AND MAINTENANCE - ITB 20411

City Contact: Kirk Zimmerman, Buyer

Anticipated Commission Meeting Date: **9/23/2020** or later

The Daytona Beach City Commission will consider award of the subject contract at their regular meeting on listed above to:

**Recommended Vendor:**

Parrillo Inc. / dba Permacraft Signs

The submittal has been reviewed and determined to be responsive and responsible.

The recommended Contractor listed above will:

1. Print the Signature page, complete the signature page, email it to the sender, and send the original to Kirk Zimmerman , Daytona Beach Purchasing Division, PO Box 2451, Daytona Beach, FL 32115-2451.
2. By returning the signed signature page you agree to the Contract as presented in its entirety, without changes. Contractor grants permission for the City to attach the signed signature page to the PDF Contract which, once attached, will serve as an original copy of the Contract as indicted in the footer. If Contractor desires to negotiate changes please return a marked up copy to the senders email.
3. Email a copy of insurance certificate(s) evidencing the required coverage at the contractual limits to Kirk Zimmerman (purchasing@codb.us). Risk Management will review the certificate to ensure it is compliant with the contract and you will be advised of any discrepancies.
4. Also, please send a copy of your W-9 to purchasing@codb.us if this is your first contract award by the City, and indicate if you are a minority or woman-owned business.

Should you have any questions regarding this notice please contact us at 386-671-8080.

Posted at <http://www.codb.us/841/Purchasing>

Regards,  
Kirk Zimmerman  
City of Daytona Beach, FL Purchasing Department  
301 S. Ridgewood Ave.  
Room 146  
Daytona Beach, FL 32114