

BOARD OF COUNTY COMMISSIONERS



February 8, 2022

via Email

ACP Facility Services, Inc.
Attn: Mr. Joseph Marchese
1 Merrill Street
Woburn, MA
jmarchese@acpfacility.com

NOTICE OF AWARD

Reference: Indian River County Bid No. 2022022
Annual Custodial Services for County Administration Complex

Dear Mr. Marchese:

It is my pleasure to inform you that on February 8, 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.
3. W-9.

Please submit the W-9, 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 **February 23, 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