



July 29, 2020

Taw Lake City Service Center  
3084 NW US Hwy 41  
Lake City, FL 32055

Attention: Preston Ellis

Subject: ITB-019-2020  
NOTICE OF AWARD

Dear Mr. Ellis:

Your proposal for ITB-019-2020 Purchase and Installation of a two (2) Variable Frequency Drives and on (1) Soft Start Drive was approved by the City Council on July 20, 2020. Please allow this letter to serve as your Notice of Award.

Please execute the enclosed agreements, keeping one copy of Exhibit A and the Resolution for your records, and returning one copy of Exhibit A to Procurement via overnight carrier.

You will need to register in our Vendor Registry system to become a vendor with the City. You should have received an email by now with instructions on how to register.

If you registered and did not attach a copy of your company's W-9 form and a current certificate of insurance (per the requirements of Page 6, Item 6, titled Insurance), please enclose those documents with the agreement you are returning to us. The certificate must name the City as the certificate holder.

If you have any questions, please call Karen Nelmes at (386) 719-5818.

Respectfully,

Caryn Burt  
Procurement Clerk

Enc: (3)