

BOARD OF COUNTY COMMISSIONERS



May 10, 2022

via Email

Witt O'Brien's, LLC

Attn: Director of Contracts & Compliance

818 Town & Country Blvd., Suite 200

Houston, TX 77024

contractrequests@wittobriens.com

cjoiner@wittobriens.com

NOTICE OF AWARD

**Reference: Indian River County RFP No. 2022034
Grant Consultant Services**

Dear Ms. Stouffer:

It is my pleasure to inform you that on May 10, 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. The term of this award will begin on August 29, 2022 (after expiration of our existing agreement with Witt O'Brien's), and remain in full force and effect for an initial term of five years, with two additional two-year renewals available.

1. Two Signed Copies of Enclosed Agreement.
2. Certificate of Insurance indicating coverage required in Section 7 of the Agreement. Certificate(s) **must name Indian River County as additional insured** (by check mark in the Addl Insd Column), 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 May 25, 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,

Jennifer Hyde, NIGP-CPP, CPPO
Purchasing Manager