



CITY OF
LEESBURG, FLORIDA
PURCHASING DIVISION

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

Via Electronic Mail

January 23, 2018

Shade America, Inc.
Carrie Otto, Administrator/Authorized Representative
5 Seminole Drive
St. Augustine, FL 32084

RE: Notice of Award – 180091 Shade Structure Repairs/Replacements

Carrie Otto,

It is with pleasure that I inform you, the Leesburg City Commission, at their regular meeting January 22, 2018 approved the award of the above referenced project to Shade America, Inc. Please consider this letter as a *Notice of Award*.

A fully executed Agreement will be sent to you by electronic mail by our City Clerk. My office will be contacting you in the near future to schedule a pre-construction meeting for this project.

Should you have any questions you may contact Lisa Wolfkill 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

c: Bid File