



October 20, 2023

To Whom It May Concern:

The City of LaGrange will receive sealed bids until **5 P.M. EST, TUESDAY, NOVEMBER 21, 2023** in the Office of Purchasing, Third Floor, City Hall, 200 Ridley Avenue, Lagrange, Georgia 30240 to furnish materials for the City of LaGrange hardware bid in accordance with the following conditions and specifications:

Terms and Conditions:

1. All bids shall be exclusive of all sales and excise taxes.
2. All bids shall be held valid for a period of thirty days after the opening date to give the City adequate time to study the bids and make awards.
3. The City of LaGrange reserves the right to accept or reject any and/or all bids and to accept the bid which City personnel considers the most advantageous to the City. The City further reserves the right to waive informalities and minor irregularities in all bids received and/or the bidding process.
4. The city of LaGrange reserves the right to increase or decrease the final unit quantities.
5. Bids can be submitted via email at jmandrews@lagrangega.org

Questions concerning these conditions and specifications should be addressed to me at 706-883-2046. To avoid being inadvertently opened by City personnel all bids should be clearly marked "**BID OPENING, IT HARDWARE, 5 P.M. EST, TUESDAY, NOVEMBER 21, 2023**" on the front.

Sincerely,

A handwritten signature in black ink that reads "Jeremy Andrews". The signature is written in a cursive, flowing style.

Jeremy Andrews
Purchasing Agent