



April 07, 2023

SENT VIA ELECTRONIC

Audra Cooper
Autaco Development, LLC
3099 Washington Road
East Point, GA 30344
acooper@autaco.com

RE: RFQ No. 23-107, On-Call Contractor Demand Services – Intent to Award

In compliance with solicitation conditions as described in the above-referenced Invitation to Bid, this letter shall serve as official notification of the City of Brookhaven intent to enter into a contract with your company.

The contract for which you are being considered is an On-call Contractor Demand service up to a limit of \$100,000 per task order unless otherwise deemed an emergency service.

In further compliance with the City of Brookhaven solicitation conditions, you may now proceed with acquiring and providing (within five (5) days) the following documents as outlined in the solicitation conditions:

1. Original Certificate of Insurance as indicated below, executed by an authorized representative of the insurer:
 - Workers ' Compensation
 - Comprehensive General Liability
 - Automotive Liability (Owned, hired, and non-owned)
2. W9

Note: Failure to provide compliant documents will result in lost of award. No extension will be given under any circumstances

Thank you for your interest in doing business with the City of Brookhaven.

Sincerely,

Purina Alexander

Purina Alexander
Procurement Manager