



April 07, 2023

**SENT VIA ELECTRONIC**

Siema Cox  
The Corbet Group, LLC  
13201 Veterans Memorial  
Hwy Douglasville, GA 30134  
[SCox@thecorbettgroup.net](mailto:SCox@thecorbettgroup.net)

**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 three (3) 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

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

Sincerely,

*Purina Alexander*

Purina Alexander  
Procurement Manager

