



June 14, 2023

**SENT VIA ELECTRONIC AND U.S. MAIL**

Mitzi Chambers  
Tri Scapes, Inc.  
1595 Peachtree Parkway  
Suite 204-396  
Cumming, GA 30041  
[mitzi@triscapes.com](mailto:mitzi@triscapes.com)

**RE: ITB No. 23-103, Brookhaven Park Improvement – Intent to Award**

In compliance with solicitation conditions described in the above-referenced Request for Proposal, this letter shall serve as official notification of the City of Brookhaven's intent to enter a contract with your company.

The contract for which you are being considered for award is estimated to be in the amount of \$6,637,665.97.

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 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