



October 24, 2023

SENT VIA ELECTRONIC

Office Creations
5250 Brook Hollow Parkway
Norcross, GA 30071
jackie.hicks@officecreations.net

RE: ITB No. 23-122 – Intent to Award

In compliance with solicitation conditions, as described in the above-referenced Invitation to Bid, this letter shall serve as an official notification of the City of Brookhaven's intent to enter into a contract with your company. The contract, for which you are being considered for award, is estimated to be in the amount of \$393,161.49

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