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August 27, 2012

Lee Ann Queen
Director - Pricing Services
Baker & Taylor, Inc.
2550 West Tyvola Road; Ste. 300
Charlotte, NC 28217

RE: Notice of Intent to Award
ITB#702 Library Materials Vendor Services

Dear Florence,

Baker and Taylor, Inc. have tentatively been selected to receive one of the contract's with the City of Springfield to supply Library Material Vendor Services. Final award of the contracts is contingent upon review and approval Springfield City Council. We are in the process of drafting a proposed contract that will be forwarded for your review prior to submission to City Council for final approval.

If you have comments or concerns you may address them to me by phone at (541)726-3708 or by email at jmcmahan@springfield-or.gov. If you have technical questions regarding the project you may contact Debbie Steinman, Library Manager and lead for this project, (541)726-2238.

Sincerely,

A handwritten signature in black ink, appearing to read "Jayne McMahan", is written over a horizontal line.

Jayne McMahan
Procurement and Contracts Manager
Finance Department
City of Springfield
(541)726-3708 phone
jmcmahan@springfield-or.gov

cc: Debbie Steinman