



FINANCE DEPARTMENT
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November 20, 2012

Emily-Anne Schulte
Assistant Secretary/Marketing Manager
500 Arch Street
Williamsport, PA 17701

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

Dear Emily-Anne,

Brodart Co., Books & Automation has tentatively been selected to receive one of the contract's with the City of Springfield to supply Library Material Vendor Services. We are in the process of drafting a proposed contract that will be forwarded for your review.

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