CITY OF SPRINGFIELD, OREGON

FINANCE DEPARTMENT
ACCOUNTING / REPORTING
ACCOUNTS RECEIVABLE / PAYABLE
ASSESSMENTS
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PURCHASING

225 FIFTH STREET
SPRINGFIELD, OR 97477
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August 27, 2012

Florence Cline
Contract Management Specialist
Ingram Library Services Inc.
One Ingram Blvd.
La Vergne, TN 37086

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

Dear Florence,

Ingram Library Services Inc. has 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,

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

cc: Debbie Steinman