

CONTRACTOR

<DATE>

<Address 1>

<Address 2>

<EMAIL>

Re: Notice of Contract Award – Quarantine Road Sanitary Landfill Street Sweeping

Dear <Contact>

This letter serves as the Notice of Contract Award with respect to the Invitation for Bids (“IFB”) issued by the Northeast Maryland Waste Disposal Authority (“Authority”) on February 28, 2020 for street sweeping services (“Services”) at the Quarantine Road Landfill, located at 6100 Quarantine Road, Baltimore Maryland 21226 (“QRL”). Please be advised that [Company], organized and existing under the laws of the State <XXX>, and authorized to do business in the State of Maryland (“Contractor”) is the successful bidder in response to the IFB. As set forth in the IFB (attached hereto as Attachment A), the IFB sets forth the terms and conditions of the procurement and hereby constitutes the contract by and between the Authority and Contractor (the “Contract”). The IFB, [Addendum #1 dated XXXX, 2020] and the Contractor’s bid dated XXXX 2020, constitute the entirety of this Contract and represent the order of precedence in the event of dispute. The Authority’s procurement regulations under the Code of Maryland Regulations, Section 14.13.01 govern the Contract.

The Authority acknowledges receipt of the following items from the Contractor prior to this Notice of Contract Award:

- Contractor’s Maryland State Department of Assessments and Taxation Certificate of Good Standing;
- Performance Bond or Letter of Credit;
- Certificate of Insurance.

The terms and conditions of payment are found in the attached IFB, Section XI. This Contract is effective as of the date referenced above. The term of the Contract is for a period of one year, with two (2) one-year extensions at the Authority’s sole discretion.

Please acknowledge receipt of this Notice of Contract Award by signing below as indicated and promptly returning the executed original to the Authority.

Best regards,

Chris Skaggs, Executive Director

ACKNOWLEDGMENT OF RECEIPT OF NOTICE OF CONTRACT AWARD:

[NAME OF CONTRACTOR]

Date

Name:

Title:

CC: Mr. John Chalmers, City of Baltimore
Mr. James Rohrbach, City of Baltimore
Ms. Kim Gordon, Authority

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