



June 5, 2015

Shawn Case  
Surfaces Group LLC  
1240 Johnson Ferry Place, Suite E-1  
Marietta, GA 30068

Re: Lost Corners Nature Preserve Parking Improvements – ITB 15-012

We are pleased to notify you that the bid submitted by your firm for the above-referenced request for proposal was approved for award to your firm.

As stated in the Instruction to Bidders, you are required to execute and return the attached Contract Agreement in two (2) single – sided copies with original signatures, furnish Performance and Payment Bonds, furnish a Certificate of Insurance in the amount specified, and execute all other certification documents contained therein within ten (10) calendar days from the date of this Notice. Please print the two (2)) copies single-sided. The City of Sandy Springs cannot execute double-sided contract documents. Do not staple documents together. Each contract should be bound with a binder clip.

The Recreation and Parks Director, Ronnie Young, or his representative, of the City of Sandy Springs Recreation and Parks Department may be contacting you and will be issuing the Notice to Proceed after the contracts have been fully executed by your company and City Management. Upon receipt of the required documents and execution by the City, an executed contract will be forwarded to you for your records. Do not provide any product or services until you have received a fully-executed contract. The City will issue a purchase order for the service described in the contract.

Thank you for your interest in doing business with the City of Sandy Springs. We are looking forward to working with your firm to successfully providing this important project. Should you have any questions regarding any of the requirements outlined above, please do not hesitate to contact me at (770) 206-1443 or email me at [jallen@sandyspringsga.gov](mailto:jallen@sandyspringsga.gov).

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeff Allen", with a long horizontal flourish extending to the right.

Jeff Allen  
Purchasing Manager  
City of Sandy Springs (770) 206-1443  
[jallen@sandyspringsga.gov](mailto:jallen@sandyspringsga.gov)