



May 11, 2015

Summit Construction and Development LLC  
2108 Bentley Drive  
Stone Mountain, GA 30087  
Attn.: Denise Digby

Re: ITB #15-059 Windsor Parkway Detention Pond Project

We are pleased to notify you that the bid submitted by your firm in the amount of \$486,540.70 for the above-referenced project 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 and two copies of the signature page with original signatures, 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 complete all required exhibits and/or attachments and provide the required the Performance and Payment Bonds. Please print the contract single-sided. The City of Sandy Springs cannot execute double-sided contract documents. Do not staple documents together. The contract should be bound with a binder clip.

The Project Manager, Dane Hanson, or his representative, of the City of Sandy Springs Public Works 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, along with a purchase order will be forwarded to you for your records. Do not provide any product or services until you have received a fully-executed contract and purchase order.

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 complete 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 "J. 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)