

PURCHASING AWARD LETTER



Shelby County Government

MARK H. LUTTRELL, JR.
MAYOR

May 19, 2016

Mr. Donell Todd
Elite Service Group
6234 E. Shelby Dr.
Memphis, TN 38141

RE: RFP #16-002-50, Janitorial Services – Jail Annex

Dear Mr. Todd:

We are pleased to inform you that your firm has been selected to provide **Janitorial Services for the Jail Annex**, which was issued on the above-described RFP.

A contract for these services will be forwarded to your office for your review and approval. Until then, no work should begin on this project until you receive an official "Notice to Proceed," along with a fully negotiated and executed copy of the contract.

Thank you for your proposal and congratulations on your selection. Shelby County Government looks forward to the successful and timely delivery of this very important service and your company's efforts in reaching this goal.

If you have any questions regarding this letter, please contact Ms. Carla Hayes @ (901) 222-2256.

Sincerely,

Clifton Davis
Administrator of Purchasing
Shelby County Government

CD/shw

cc: Soheila Kail, SCSO Jail Division
Chief Robert Moore, SCSO Jail Division
Steve Leech, SCSO Finance Administrator
Monica Jenkins, SCSO Finance Administrator
Monika Johnson, Assistant County Attorney
Tonya Blunt, Contracts Administration

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