

# PURCHASING AWARD LETTER



# Shelby County Government

MARK H. LUTTRELL, JR.  
MAYOR

June 16, 2016

Mr. James I. Zachary, President  
Mobile Health Screenings, Inc.  
7990 Trinity Rd., Suite 119  
Cordova, TN 38018

**RE: RFP #16-003-54, Random Drug Screenings (Shelby County Sheriff's Office)**

Dear Mr. Zachary:

We are pleased to inform you that your firm has been selected to conduct random drug screenings of employees of the Shelby County Sheriff's Office, 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. Debra Louis @ (901) 222-2259.

Sincerely,

Clifton Davis  
Administrator of Purchasing  
Shelby County Government

cc: Shirley Curtis, Purchasing Manager, SCSO  
Stephanie Taylor, SCSO, HR Coordinator  
Lee Rankin Hopson, Contracts Administrator  
Tonya Blunt, Contracts Administration