

Council

Anne Gerwig, Mayor
John T. McGovern, Vice Mayor
Michael Drahos, Councilman
Michael J. Napoleone, Councilman
Tanya Siskind, Councilwoman

Manager

Paul Schofield

Notice of Award

August 9, 2017

Jacki Usher-Yasin
Hillers Electrical Engineering, Inc.
23257 State Road 7, Suite 100
Boca Raton, FL 33428

RE: Electrical, Instrumentation and Control Engineering Professional Consulting Services / RFQ # 004-17/DZ

Dear Ms. Usher-Yasin:

The Village of Wellington Council approved the referenced consulting services on August 8, 2017. The Village is requesting you execute and return the enclosed Agreement within the next seven (7) business days.

Page 1, The Village will complete this page once both parties have executed the Agreement.

Page 8 (Signature Page) - The President is required to sign the Agreement. The authorized name is shown within the Division of Corporations (attached). Also, affix your corporate seal if applicable.

Tab 6, Request for Qualifications - Exhibit "A" (Certificate of Insurance) – Please provide a certificate of insurance with the executed Agreement, denoting the Village of Wellington as the certificate holder as well as an additional insured. The insurance limits are shown on Page 2 of the enclosed Agreement and referenced in the subject RFQ within Section 1.17.

Once the Agreement Document is executed, return the Agreement to our office for final execution by the Village of Wellington. **Note:** Please ensure all pages of the Agreement and your Request For Qualifications proposal are returned. The fully executed Agreement will then be returned to you. If you have any questions regarding execution of the Agreement Documents, please do not hesitate to contact the undersigned.

Sincerely,

Jim Goodwin
Contract Compliance
Office: (561) 791-4112
jgoodwin@wellingtonfl.gov