



innovative *by* nature

Bryan K. Barnett
Mayor

December 14, 2023

City Council

Carol Morlan
District 1

David J. Blair
District 2

Jason Carlock
District 3

Ryan J. Deel
District 4

Theresa Mungoli
At-Large

Marvie Neubauer
At-Large

David Walker
At-Large

Mr. Jeffrey Zellers
The Brewer-Garrett Company
6800 Eastland Road
Middleburg Heights, OH 44130

Re: Request for Proposal (RFP) for Job Order Contracting, RFP-RH-23-034, Notice of Intent to Award

Dear Mr. Zellers:

It is my pleasure to inform you that The Brewer-Garrett Company is recommended to receive an award for Job Order Contracting for General Construction from RFP-RH-23-034 for the City of Rochester Hills, pending receipt of the following documents:

- Insurance Certificate in the amounts specified in the RFP, including the required endorsements from PA 271.
- Completed W-9

Also enclosed are the insurance requirements document to be used as a reference for your insurance agent along with the contract agreement which will need to be reviewed, signed and returned to my attention. Please leave the date field on page one blank as the Mayor will complete when he countersigns the agreement to execute the new contract.

Lastly, is the requirement for an on-boarding meeting with the City, Gordian, OMNIA Partners and your firm for introductions, discuss the contract, expectations, and goals to make this successful relationship. The meeting will take place sometime in January 2024 and once dates and times are available, notification will be sent to your attention.

Thank you for your cooperation in this regard. If you have any questions, please call me at 248.841.2538.

Sincerely,

Keri J. Bright,
Senior Procurement Analyst

Enclosure – Contract
Insurance Requirements