

Purchasing Office
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Stephen P. Starmer C.P.M., CSBA,
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Purchasing Agent
Shane Ryberg, Purchasing Agent

December 20, 2018

Premier Inc.
Attn: Mr. Jon Garrett, Vice President
13034 Ballantyne Corporate Place
Charlotte, NC 28277
E-mail: jon_garrett@premierinc.com

RE: **Notice of Intent to Award** - Bid 19FS1, Food Products and Distribution for K-12 and Other Public Agencies

Dear Mr. Garrett:

Please be advised it is staffs intent to recommend your company for the award of Bid 19FS1, Food Products and Distribution for K-12 and Other Public Agencies. Approval of this recommendation is scheduled for consideration at the January 23, 2019 Board Meeting and will be contingent upon Board approved FY20 and FY21 Operating Budgets.

As stated in the specifications, I expect to receive the following documents from you within **10 days** after approval:

1. Updated W-9
2. Certificate of Insurance

Thank you for your consideration of these requests.

Sincerely,

Shane Ryberg
Purchasing Agent I