

WESTPORT PUBLIC SCHOOLS
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ELIO LONGO, JR., MBA
Director of School Business Operations

July 1, 2016

Timothy D. Keegan, President
John L. Simpson
43 Huntington Road
Bridgeport, CT 06880


Reference: BID 16-005-BOE CES Classroom Base Cabinet and Plumbing Replacements

Dear Mr. Keegan:

This is to advise that your firm has been awarded BID#16-005-BOE for Classroom Base Cabinet and Plumbing Replacements at Coleytown Elementary School as specified in our bid. We will require an up-to-date copy of your Certificate of Insurance naming the Westport Public Schools as additional insured as well as copies of MSDS sheets for any products you will be using. Please fax this information to our Facilities Department at 203-341-1277.

A purchase order will be mailed out shortly. Please do not send out any material or equipment until you receive a purchase order.

Regards,



Elio Longo, Jr., MBA
Director of School Business Operations

Cc: T. Hunyadi