



# TOWN OF ANDOVER

Town Offices  
36 Bartlet Street  
Andover, MA 01810  
(978) 623-8200  
[www.andoverma.gov](http://www.andoverma.gov)

May 28, 2019

Ms. Kim Imbornone  
New England Ice Cream  
222 Mansfield Ave.  
Norton, MA 02766

Re: **IFB 024/02-19/650 – Furnish & Deliver Milk & Dairy Products**  
**(Cooperative Bid – Massachusetts School Buying Group)**

Dear Ms. Imbornone,

This letter serves as formal Notification of Award to you for the above referenced bid. Enclosed are two (2) copies of the Formal Contract that will need to be filled out and signed in the appropriate places. Once you have accomplished this, please return to my office both signed copies of the contract along with the required Certificate of Insurance with the stipulated limits. **The Town of Andover must be named as an additional insured on the General Liability and Auto Liability policies. Also, the General Liability and Auto Liability Policies shall contain a waiver of subrogation in favor of the Town.**

Thank you for preparing and submitting your bid.

Sincerely,

Theresa Peznola  
Purchasing Agent

Enclosures