



TOWN OF ANDOVER

Town Offices
36 Bartlet Street
Andover, MA 01810
(978) 623-8200
www.andoverma.gov

May 28, 2019

Mr. Burton W. Klein
PortionPac Chemical Corp.
400 N. Ashland Ave.
Chicago, IL 60622

Re: **IFB 023/02-19/650 – Sanitation & Warewashing**
(Cooperative Bid – Massachusetts School Buying Group)

Dear Mr. Klein,

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