



FINANCE DEPARTMENT  
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[www.ci.springfield.or.us](http://www.ci.springfield.or.us)

November 20, 2012

Jeff Jankowski  
Vice President  
Midwest Tape  
6950 Hall Street  
Holland, OH 43528

RE: Notice of Intent to Award  
ITB#702 Library Materials Vendor Services

Dear Emily-Anne,

Midwest Tape has tentatively been selected to receive one of the contract's with the City of Springfield to supply Library Material Vendor Services. We are in the process of drafting a proposed contract that will be forwarded for your review.

If you have comments or concerns you may address them to me by phone at (541)726-3708 or by email at [jmcmahan@springfield-or.gov](mailto:jmcmahan@springfield-or.gov). If you have technical questions regarding the project you may contact Debbie Steinman, Library Manager and lead for this project, (541)726-2238.

Sincerely,

A handwritten signature in black ink, appearing to read "Jayne McMahan", with a long horizontal flourish extending to the right.

Jayne McMahan  
Procurement and Contracts Manager  
Finance Department  
City of Springfield  
(541)726-3708 phone  
[jmcmahan@springfield-or.gov](mailto:jmcmahan@springfield-or.gov)

cc: Debbie Steinman