



FINANCE DEPARTMENT
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June 18, 2012

Matt Cox
Leahy, Van Vactor, Cox and Melendy
188 West B Street, Building N
Springfield, OR 97477-4593

RE: Notice of Intent to Award
RFQ #740 Municipal Court Prosecutor Services

Dear Mr. Cox,

Leahy, Van Vactor, Cox and Melendy has tentatively been selected to contract with the City of Springfield to provide Municipal Court Prosecutor Services. Final award of this contract is contingent upon review and approval by the Springfield City Council. We are in the process of drafting a proposed contract that will be forwarded for your review prior to submission to Council for final approval.

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. If you have technical questions regarding the project you may contact Gino Grimaldi, City Manager 541-726-3700.

Sincerely,


Jayne McMahan
Procurement and Contracts Manager
Finance Department
City of Springfield
(541)726-3708 phone
(541)726-3782 fax
jmcmahan@springfield-or.gov

cc: Gino Grimaldi
Jeff Towery