



# CITY OF READING, PENNSYLVANIA

DEPARTMENT OF FINANCE  
PURCHASING DIVISION  
ROOM 2-45  
815 WASHINGTON STREET  
(610) 655-6207  
TAMMI.REINHART@READINGPA.GOV

**TAMMI REINHART**  
PURCHASING COORDINATOR

May 8, 2023

Allan Myers L.P.  
1805 Berks Road,  
Worcester, PA 19490

**RE: 2023 Road Program (Contract 1)**

Dear Sir/Madam:

The City of Reading has awarded the contract for the 2023 Road Program (Contract 1) project for the City of Reading based on the submitted price of \$4,903.555.00.

This award is made in accordance with proposals received in the Office of the Purchasing Coordinator. The City Solicitor will notify you when the necessary papers are ready for signature.

In the meantime, please send the name, title, and email address of the individuals who will execute the contract and witness the execution of the contract to [Fred.Lachat@readingpa.gov](mailto:Fred.Lachat@readingpa.gov) and [Tammi.Reinhart@readingpa.gov](mailto:Tammi.Reinhart@readingpa.gov).

If performance and payment bonds are required, please send executed copies of the bonds and any other required submittals (eg. Stipulation Against Liens) to the Law Department by email ([solicitor@readingpa.gov](mailto:solicitor@readingpa.gov)) and regular mail (City Hall Rm 2-39).

We would also respectfully request that you send a copy of your company's W9 form to my attention at [Tammi.Reinhart@readingpa.gov](mailto:Tammi.Reinhart@readingpa.gov) for our records.

Sincerely,

*Tammi Reinhart*  
Tammi Reinhart  
Purchasing Coordinator

Cc: Tim Krall, Acting Public Works Director

