



# CITY OF READING, PENNSYLVANIA

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

**TAMMI REINHART**  
PURCHASING COORDINATOR

March 15, 2022

Carus LLC.  
315 5<sup>th</sup> Street  
Peru, IL 61354  
Dear Sir/Madam:

The City of Reading has awarded Carus LLC. the contract for Potassium Permanganate for the City of Reading based on the submitted price of \$40,500.00.

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,

A handwritten signature in cursive script that reads "Tammi Reinhart".

Tammi Reinhart  
Purchasing Coordinator

Cc: Kyle Zeiber, Acting Public Works Director  
William Reilly, Operations Manager

