



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 29, 2022

Simone Collins
119 E. Lafayette Street
Norristown, PA 19401

Dear Sir/Madam:

The City of Reading has awarded Simone Collins the contract for the Active Transportation Planning Project for the City of Reading based on the submitted price of \$49,998.00.

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 and 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) 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 for our records.

Sincerely,

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

Tammi Reinhart
Purchasing Coordinator

Cc: Jamal Abodalo, Director of Community Development
Kyle Zeiber, Acting Public Works Director

