



City and Borough of Juneau
Engineering Department
155 South Seward Street
Juneau, Alaska 99801
Telephone: 586-0873, FAX: 586-4530

December 26, 2012

RE: Mobility Manager Transition and Support Services
Contract No. RFP E13-045

Brian Hoist
Juneau Economic Development Council
612 Willoughby Avenue, Suite A
Juneau, Alaska 99801

NOTICE TO PROCEED

Dear Mr. Hoist:

Enclosed is one original, executed contract for the above referenced project with the City and Borough of Juneau. Formalization of the award and authorization to proceed with professional services is hereby given.

The completion date for this project is June 30, 2013.

This contract expires on December 31, 2013, unless an amendment changing this date is fully executed prior to December 31, 2013.

Please coordinate your activities for this project with Benjamin Lyman, Senior Planner of the Community Development Department at 586-0758.

Purchase Order number PO 103140 has been issued in the amount of \$35,000 for this project. Please reference this number on all invoices.

Sincerely,

Jennifer Mannix
Contract Administrator

Enclosure

c: Benjamin Lyman, Senior Planner
CBJ Purchasing