



City of Keene
New Hampshire

NOTICE OF AWARD

Project No. _____

By Email _____

Date _____

SUBJECT: Notice of Award - Project No. _____

Congratulations!

You are hereby notified that the above-captioned project has been awarded to your firm by the City Manager.

In order for us to execute the contract and issue a Purchase Order, please submit the following documents within ten (10) days:

- Signed Notice of Award
- Signed Agreement
- Certificate of Insurance (listing the City of Keene as additional insured, with an endorsement)

Electronic copies are acceptable and certainly expedite the process. We look forward to working with you.

Please let me know if you have any questions.

Sincerely,

Yves P. Gakunde
Purchasing & Contract Services Manager
3 Washington Street
City of Keene, NH 03431



City of Keene
New Hampshire

**ACCEPTANCE OF NOTICE
OF AWARD**

Project No. _____

Receipt of the above Notice of Award is hereby acknowledged:

By _____

This _____ day of _____, 20 22

By _____

Title _____

SAMPLE DOCUMENT