

MAYOR  
Daniel J. McLaughlin  
VILLAGE CLERK  
David P. Maher  
14700 S. Ravinia Ave.  
Orland Park, IL 60462  
(708) 403-6100  
[www.orland-park.il.us](http://www.orland-park.il.us)



TRUSTEES  
Kathleen M. Fenton  
Brad S. O'Halloran  
James V. Dodge  
Edward G. Schussler III  
Patricia A. Gira  
Carole Griffin Ruzich

VILLAGE HALL

May 3, 2012

Mr. Robert Botthof  
Onyx Sealcoating Inc  
15113 S. Kilbourn Avenue  
Midlothian, Illinois 60445

**RE: NOTICE TO PROCEED**  
***Sealcoat, Paint & Crack Fill 2012***

Dear Mr. Botthof:

This notification is to inform you that on April 2, 2012, the Village of Orland Park Board of Trustees approved extending the contract dated August 16, 2011 through 2012; therefore, we are exercising our option to renew for 2012 at the contract stated rates.

The Village has issued Purchase Order #12-000831 for Parks and Metra Lots. The Village will be processing a Purchase Order for Public Works and it will be faxed to your company. It is imperative that this number on the Purchase Order be noted on all invoices, correspondence, etc. All invoices should be sent directly to the Accounts Payable Department at 14700 S. Ravinia Ave. Orland Park, IL 60462. Per the Prevailing Wage Act, please include certified payroll records with your pay requests. Also, your final invoice for this contract/service should state that it is the final invoice pertaining to that Purchase Order.

If you have any questions, please call me at 708-403-6173.

Sincerely,

Denise Domalewski  
Contract Administrator

Encl:

cc: Frank Stec  
Tom Martin  
John Ingram