

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



VILLAGE HALL

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

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