



## TOWN OF READFIELD

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Email: [Readfield@roadrunner.com](mailto:Readfield@roadrunner.com)

May 5, 2016

«COMPANY\_NAME»

«ADDRESS»

«CITY», «STATE» «ZIP»

To Whom It May Concern:

The Town of Readfield is seeking quotes for street and parking lot sweeping. We have three smaller paved parking lots and several miles of roadway in need of attention, as well as a few intersections. A site visit is encouraged but we expect to finalize the scope of work in the contract.

If you are interested in providing these services please submit your estimates by 3:00 p.m. on Friday, May 13<sup>th</sup>. Quotes can be faxed, mailed in, or emailed to [readfield.tmgr@roadrunner.com](mailto:readfield.tmgr@roadrunner.com). In the past we have received quotes on a per hour basis for each machine with operator but other quote formats will be considered. We want to provide the best value to our residents while guaranteeing the work is done thoroughly.

Thank you for your consideration, and please contact me with any questions.

Sincerely,

Eric Dyer, Town Manager  
Town of Readfield