



Strand Associates, Inc.[®]
1170 South Houbolt Road
Joliet, IL 60431
(P) 815.744.4200
www.strand.com

September 15, 2026

Honorable Raymond R. Soliman, Mayor
City of Crest Hill
20600 City Center Boulevard
Crest Hill, IL 60435

Re: Eastern and Western Receiving Stations
Contract 2-2025
City of Crest Hill, Illinois

Dear Mayor Soliman:

Three copies of the above-referenced Contract, including the Agreement and Bonds executed by CONTRACTOR and its bonding company, are enclosed along with CONTRACTOR's insurance certificates. Please do the following to each document:

1. Review the Agreement, Bonds, and insurance certificates for correctness.
2. Have the authorized City Official sign the Agreement on page 00 52 00-9 and have it attested to by the City Clerk. Also, complete the remaining information on the Agreement on page 00 52 00-9.
3. Have the authorized City Official sign and date the Notice of Award on page 00 53 00-2 and have it attested to by the City Clerk.
4. Have the authorized official complete the Notice to Proceed, page 00 55 00-1. Please see Paragraph 4.01 of the General Conditions. The following needs to be completed on the Notice to Proceed:
 - a. Insert date at the top of the page.
 - b. Insert date to proceed with work in first paragraph.
 - c. Note any other requirements prior to starting work in space provided. If there are no other requirements, write "None" in the space provided.
 - d. Have the authorized City Official sign the Notice to Proceed.

After all documents have been signed, retain OWNER's copy for your files. Return CONTRACTOR's copy to our office. Please send to Deirdre Egeland's attention. We will forward CONTRACTOR its copy. Please note that the Instructions to Bidders section of the Contract allows OWNER 10 days to sign and deliver these documents.

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Sincerely,

STRAND ASSOCIATES, INC.®

A handwritten signature in blue ink, appearing to read "Richard E. Scheer", written over the printed name.

Richard E. Scheer, P.E.

Enclosures

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