



State of New York  
County of Broome Government Offices

Division of Purchasing

Jason T. Garnar, County Executive · Robin Laabs, Director

**Notice of Bid Award**

November 20, 2018

REL Designs, Inc.  
22 Summers Street  
Kirkwood, NY 13795

Whom It May Concern,

This shall advise you that on October 10, 2018, the Board of Acquisition and Contract approved the following:

Bid Title: Purchase and Installation of Shades in the Resident Rooms of WPNH  
Bid #:2018-070  
CA #:17-667  
Term:10/10/18-12/31/19

Amount: \$ NTE \$19,891.00

Purchase order(s) will be forthcoming upon receipt of a certificate of insurance in compliance with the insurance requirements as stated in the specifications. **Incorrect insurance certificates will cause delays in payment.**

**If you have not submitted the proper insurance certificate, please send a copy to Thomas Dellapenna, Risk Manager, Broome County Office of Risk Management, County Office Building, 3rd Floor, 60 Hawley Street, P.O. Box 1766, Binghamton, NY 13902-1766. Phone: (607) 778-2402 Fax #: (607) 778-6009**  
**IMPORTANT: Please include the bid title and bid number on the insurance certificate.**

Very truly yours,

Carolyn Secor  
Senior Buyer

cc: Ryan McClair  
Jeanne Bourque, Risk  
Purchasing, Bid File