

June 1, 2016

Sheffield Pottery
ATTN: Suzy Colpitts
US Route 7
PO Box 399
Sheffield Pottery, MA 01257

Dear Sirs,

The Lancaster-Lebanon Intermediate Unit 13 (IU13) is pleased to inform you that at its regular meeting on May 18, 2016 IU13 Board of School Directors awarded portions of the Instructional Art Supplies Bid #156-006 (ESM Solutions bid #176) to Sheffield Pottery, based on the proposal submitted to IU13.

The contract effective start date will be July 1, 2016 with a term of one year, expiring on June 30, 2017.

Congratulations on this award. IU13 and its participating agencies look forward to working with you.

Sincerely,



Steven M. Frey
IU13, Collaborative and Purchasing Services Manager