



# TOWN OF PALM BEACH

PURCHASING DIVISION

951 Okeechobee Road Suite D - West Palm Beach, FL 33401

Phone: 561-838-5406 Fax: 561-835-4688

www.townofpalmbeach.com

April 10, 2019

Zimmerman Tree Service  
Attn: Michael Zimmerman  
4660 71 Court South  
Lake Worth, FL. 33463

Subject: Award Letter – Bid No. 2019-12 - Tree Trimming Services

Dear Mr. Zimmerman,

The Town of Palm Beach has authorized issuing a Purchase Order to Zimmerman Tree Service. The Purchase Order will be in accordance with all terms and conditions as set forth in the Town of Palm Beach Bid No. 2019-12 - Tree Trimming Services which contains an opportunity to issue additional Purchase Orders if mutually agreeable to all parties.

Please advise by signature below, your acceptance of the terms, conditions, specifications and pricing stated in your bid. Please, complete the form and reply to my attention at [eshibley@townofpalmbeach.com](mailto:eshibley@townofpalmbeach.com) with executed form no later than 2:00 PM on April 15, 2019.

Respectfully,

*Duke Basha*

Duke Basha  
Assistant Purchasing Manager

Zimmerman Tree Service Representative:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME (PRINT)

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