



# ESSEX COUNTY OFFICE OF THE MANAGER

7551 Court Street · P.O. Box 217 · Elizabethtown, New York 12932  
Telephone (518) 873-3332 · Fax (518) 873-3339

Linda M. Wolf, CPA  
Purchasing Agent

September 15, 2022

Readywise Inc  
11501 Mill Cove Lane  
Knoxville TN 37931  
ATTN: Mark Matlock

Re: Notice to Bidders – LONG TERM EMERGENCY FOOD

Dear Mr. Matlock:

We have awarded the above mentioned bid to your company in the amount of \$20,434.95.

This Notice of Bid/RFP Award is subject to the terms and conditions of Appendix D – Standard Clauses for Essex County Contracts and Appendix E – General Specifications for Procurement Contracts in the bid document. The vendor shall not have any legal or equitable rights until a Purchase Order that is acceptable to Essex County is provided to you.

A copy of the Tally Sheet and Award are available on our website at: [www.co.essex.ny.us](http://www.co.essex.ny.us).

A Purchase Order will be provided to you shortly.

As per the requirements of the bid document, please provide a copy of your Certificate of Insurance to this office.

Thank you for your participation.

If you have any questions about the above, please call me at 518-873-3332.

Sincerely,

A handwritten signature in cursive script, appearing to read "Linda M. Wolf".

Linda M. Wolf, CPA  
Purchasing Agent

LMW/dt