



City Administrator's Office
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Phone: 541-937-2157
Email: jcaudle@ci.lowell.or.us

September 20, 2023

Attention: All proposers for professional auditing services
Re: Notice of intent to award

Greetings:

The City of Lowell issued a request for proposals (RFP) for professional auditing services on July 19, 2023. The deadline for submissions was August 21, 2023. The city received 5 proposals by the submission deadline.

We offer our sincere thanks to all the proposers for their interest in working with the city. We appreciate the proposers' time and effort in assembling the proposal materials, as well as for meeting with the city during the interview process.

The city has completed its evaluation of each proposer. This letter is to inform you that it is the intent of the City of Lowell to award the professional auditing services contract to Umpqua Valley Financial. The final scoring and staff recommendation are in the September 19, 2023 City Council meeting packet, which is accessible here: <https://www.ci.lowell.or.us/citycouncil/page/city-council-regular-meeting-34>.

This letter is not a notice of award and does not constitute the formation of a contract between the city and the apparent successful proposer. This letter is to serve only as a notice of intent to award.

The contract may be awarded upon the latter of the following: (1) seven calendar days after the date of this notice of intent to award was issued, or (2) the resolution of any timely-filed protests. Any protest to this notice of intent to award must be in writing, specify the grounds on which the protest is based, and submitted directly to the City Administrator. For more information, see page 4 of the RFP, as well as L.R.C Sec. 2.115 accessible here: https://library.municode.com/or/lowell/codes/code_of_ordinances.

Best regards,

A handwritten signature in black ink that reads "Caudle".

Jeremy B. Caudle
City Administrator