



October 13, 2020

Adam Grimes
Chief Financial Officer
Watchfire Signs, LLC.
1015 Maple
Danville, IL 61832

**RE: Notice of Intent to Award Contract to Watchfire Signs, LLC.
RFP # COG-2103 & Scoreboards, Digital Displays, and Audio Systems with Related Services & Solutions Program**

Dear Adam:

On behalf of Sourcing Alliance/Equalis Group, thank you for your interest and participation in the Request for Proposal (“RFP”) process to develop Sourcing Alliance/Equalis Group’s Scoreboards, Digital Displays, and Audio Systems with Related Services & Solutions Program (the “**Program**”). After careful review and scoring of the proposals submitted on September 3, 2020, it is the decision of the Proposal Review Team that your organization’s proposal is the lowest responsive and responsible proposal. As a result, it is the intent of The Cooperative Council of Governments, Inc. to award a group purchasing contract to Watchfire Signs, LLC.¹

As the lowest responsive and responsible proposer, your proposal has responded to the RFP specifications in all material aspects and contains no irregularities or deviations from those specifications which we deem would materially and/or substantively affect the quality of the proposal, designate your proposal unresponsive or disqualified, or provide you with an unfair competitive advantage.

Sourcing Alliance/Equalis Group and Watchfire Signs, LLC must now finalize and reach agreement regarding the Master Agreement and Administration Agreement contract terms and conditions. The Master Agreement contract award and final agreement will be presented to the CCOG Board of Directors for ratification on behalf of Sourcing Alliance/Equalis Group. Upon completion of Master Agreement contract negotiations and execution, Sourcing Alliance/Equalis Group and Watchfire Signs, LLC will be authorized to proceed under the terms of that contract and provide the goods and/or services contracted to current and future Sourcing Alliance/Equalis Group members in accordance with the terms, conditions, and pricing as set forth and negotiated pursuant to the RFP.²

If you have any questions or concerns, please contact me immediately.

Sincerely,

David Robbins

David Robbins, Director of Product Development
Sourcing Alliance/Equalis Group

¹ Please be advised that this Intent to Award Notice is subject to the execution of a written contract and, as a result, does not constitute the formation of a contract and/or binding agreement between The Cooperative Council of Governments, Inc., Sourcing Alliance/Equalis Group, and Watchfire Signs, LLC. If Watchfire Signs, LLC fails to execute a contract with The Cooperative Council of Governments, Inc. and Sourcing Alliance/Equalis Group then The Cooperative Council of Governments, Inc. may revoke this award and award the contract to the next lowest responsive and responsible bidder. Additionally, The Cooperative Council of Governments, Inc. reserves the right to cancel this Notice of Intent to Award at any time prior to the execution of a written contract.

² ANY PARTY SEEKING TO PROTEST THIS NOTICE OF INTENT TO AWARD MUST SUBMIT A WRITTEN PROTEST IN ACCORDANCE WITH SECTION 6.1 OF RFP # COG-2103.